

By mastering the project requirements process, business analysts and project managers can better manage customers' expectations and satisfy their needs. Requirements discovery is the first step to a successful project. This workshop focuses on the skills necessary to thoroughly gather requirements from stakeholders, procedures, system components, and various business documents. Quality requirements statements are the next step in a successful project. This workshop provides the best practices to write specific, measurable, achievable, realistic, and traceable, requirements statements. Finally, requirements must be properly communicated, validated and signed off to achieve a successful project outcome. By the end of this course, participants will have accomplished all three. Overall the workshop is designed to give participants the skills, hands-on application and confidence they need to tackle any project by producing and gaining approval for a quality requirements document.

Course Objectives:

- Elicit and capture user's requests and turn them into requirements.
- Write high quality business, functional, and quality of service requirements.
- Communicate, validate, and gain sign off on the requirements document.

Audience: Those who need an advanced and detailed approach to defining business/technical requirements and implementing new processes or methodologies.

Prerequisites: Previous professional experience in business analysis is required.

Number of Days: 3 days

<p>1 Introduction What is a Requirement? Workshop Objectives Analysis Work Business Analysis Body of Knowledge (BABOK) Companies Workshop Agenda The Cost of Bad Requirements The System Development Life Cycle</p>	<p>3</p>	<p>Organizing Requirements Requirements Exclusions – Out of Scope The Phased or Iterative Approach Dictionary of Terms Planning on Requirements Work</p>
<p>2 Requirements Process Requirements Types of Requirements Developing Requirements – Where do We Begin? Current State vs. Future State Discovery Performing Enterprise Analysis Requirements Documentation The Requirements Attributes for Traceability to the Source Requirement Identification</p>	<p>3</p>	<p>Requirement Essentials How Shall We Write Requirements? SMART Requirements Guidelines for Documenting Requirements Quality Requirements? The Grammar of Requirements Ambiguous Words Pronouns Synonyms Negative Words Adverbs Adjectives Measuring Success (Testing Requirements)</p>

	Requirements Statements vs. Design Statements	Where Can We Find Quality of Service Requirements?
	Turning Design Statements into Requirements	Other Places to Look for Non-Functional Requirements
4	The Business Case	Writing Non-Functional Requirements from Stakeholder Requirements
	Documenting the Business Case	Writing Non-Functional Requirements from Use Cases
	Building the Business Case	Writing Non-Functional Requirements from Functional Requirements
	Project Context	Writing Non-Functional Requirements from Artifacts
	Actors and External Entities	Transition Requirements
	The Context Diagram	8 The Requirements Communication
5	Stakeholder Requirements	Purpose of Requirements Communication
	The People Side of Requirements	Requirement Document
	Best Practices for Stakeholder Interactions	Levels of Requirements Communication
	Working with People	Peer Review
	Requirements Elicitation Techniques	Stakeholder Walkthrough
	Identifying Stakeholder Requirements	Requirements Inspection
	Facilitating a Requirements Discovery Session	Sign-Off Approval
	Structure of a Facilitated Session	The Requirements Baseline
6	Functional Requirements	
	Functional Requirements	
	Level of Detail for Functional Requirements	
	So What Are Functions?	
	Words to Avoid	
	Where Can We Find Functional Requirements?	
	Writing Functional Requirements from Stakeholder Requirements	
	Writing Functional Requirements from a Use Case	
	Use Case	
	Writing into Functional Requirements from Artifacts	
7	Non-Functional Requirements	
	Reliability Requirement Statements	
	Performance Efficiency Requirement Statements	
	Operability & Usability Requirement Statement	
	Security Requirement Statements	
	Compatibility Requirement Statements	
	Maintainability and Supportability Requirements	
	Transferability and Portability	