

## High Quality Business Requirements

### Course Summary

#### Description

Requirements make up the primary driving force of any project. The quality of the requirements constitutes the quality of the project. Incomplete or vague requirements create serious project risks and raise the probability of project failure. This course provides thorough coverage and techniques to identify and document quality requirements that produce a quality product.

#### Objectives

By the end of this course, students will be able to:

- Learn what requirements really are and why they are important
- Understand requirements difficulties in software development
- Learn to identify requirements during interviews and discussions
- Use tools and techniques for requirements gathering and verification
- Create quality requirements documents
- Managing requirements once they are confirmed
- Learn about requirements traceability

#### Topics

- Requirements Gathering
- Analysis and Documentation of the Requirements
- Templates You Will Receive in Class
- Practical Application Sessions

#### Audience

This course is designed for Business Analysts to understand their role in the requirements processes, Requirements Analysts to learn new techniques and skills in gathering requirements, Project Managers to enable adequate planning for quality requirements and Managers and Directors to understand their role in project success.

#### Prerequisites

There are no prerequisites for this course.

#### Duration

Three days  
21 CDUs and PDUs

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### Course Outline

- I. Overview**
  - A. Software requirements overview
  - B. Levels of requirements
  - C. Successive elaboration and how to use it
- II. Requirements Gathering**
  - A. Identify the problem and vision
  - B. Techniques for gathering requirements
  - C. Interviewing & observing
  - D. Prototyping
  - E. Business Process and Gap Analysis
  - F. Collaborative Workshops
  - G. Facilitation techniques for the business analyst
- III. Analysis and Documentation of the Requirements**
  - A. Understanding Use cases
  - B. When use cases add value
  - C. Components of a use case
  - D. Ranking requirements
  - E. Approval process
  - F. Requirements validation and verification
  - G. Requirements throughout the project
  - H. Requirements traceability
  - I. Change Control and managing the requirements
  - J. Requirements and testing
- IV. Templates you will receive in class**
  - A. Software/Product Requirements Outline
  - B. Use Case Template
  - C. Test Plan Template
- V. Practical Application Sessions**
  - A. Assess the requirements pulse of your organization
  - B. Assess your own requirements knowledge
  - C. Uncover business rules
  - D. Identify stakeholders and do a stakeholder analysis
  - E. Create a use case diagram
  - F. Develop a use case
  - G. Create a project charter
  - H. Conduct an interview session
  - I. Map a process and create a SIPOC model
  - J. Design and conduct a facilitated group session
  - K. Develop an Entity Relationship Diagram
  - L. Handle certain change scenarios and impact on requirements
  - M. Creating a test plan based on the requirements