

Managing and Communicating Requirements for Projects

Course Summary

Description

A planned requirements approach is essential to a successful project. Your role as the Business Analyst in any project is to help form and coach a cross-functional team, facilitate continuous collaboration with your client, manage and communicate changing requirements, and deliver business value to your client early and regularly throughout the project.

Objectives

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

- Plan, manage and communicate requirements for projects
- Perform the various elicitation techniques used in gathering and documenting requirements.
- Produce relevant artifacts needed for documenting requirements.
- Minimize uncertainty and risk by applying principles learned in the course
- Ensure your project delivers required functionality and adds value to the business
- Translate business requirements into appropriate technical specifications.
- Optimize your team's responsiveness to change

Topics

- Introduction
- Managing Solution Scope and Requirements
- Knowing your audience and their needs
- Managing Requirements Effectively
- Managing Requirements Traceability
- Prepare the Requirements Package
- Maintain Requirements for Re-use
- Communicating Requirements Effectively
- Additional Information

Audience

This course is designed for Executives, Project Managers, Business Analysts, Business and IT stakeholders working with analysts, Systems Analysts and programmers interested in expanding their role into the business area.

Prerequisites

This course is suitable for both novices and experienced people who need to manage and communicate requirements for projects. It is recommended that participants complete the Business Analysis Essentials course prior to enrolling or have equivalent experience. Experience in project management and business analysis is helpful.

Duration

Two days

Credits: 14 PDUs

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Course Outline

I. Introduction

- A. Requirements and types of requirements
- B. Requirements in the product life cycle
- C. Project roles and requirements
- D. The role of the Business Analyst (BA)

II. Managing Solution Scope and Requirements

- A. Requirements management plan
- B. Solution scope
- C. Conflict and issue management
- D. General techniques used

III. Knowing your audience and their needs

- A. Specific needs of business stakeholders and management
- B. Specific needs of Subject Matter Experts (SME)
- C. Specific needs of the technical team (developers, testers, etc.)

IV. Managing Requirements Effectively

- A. Attributes of effective requirements
- B. Audiences of the requirements and the audiences' needs
- C. Business vs. technical point of view
- D. Need for formality and level of detail required

V. Managing Requirements Traceability

- A. Recording the dependencies and relationships for each of the requirements
- B. Impact analysis
- C. Using a configuration management system
- D. Testing requirements
- E. General techniques used

VI. Prepare the Requirements Package

- A. Work product and deliverables
- B. Attributes of a complete requirements package
- C. General techniques used

VII. Maintain Requirements for Re-use

- A. Maintaining organizational process assets
- B. Ongoing requirements
- C. Satisfied requirements

VIII. Communicating Requirements Effectively

- A. The 5 Cs
- B. Bulleted and numbered lists
- C. Tables and graphs
- D. Models and other graphics
- E. Using white space and fonts
- F. Chunking requirements information and the use of headings

IX. Additional Information

- A. Useful books and links on managing and communicating requirements