"Charting the Course ...

... to Your Success!"

Managing Joint Application Design (JAD) Sessions

Course Summary

Description

Joint Application Design (JAD) is a process used in to collect requirements while developing new systems or services for the organization. The JAD process includes approaches for enhancing user participation, expediting development, and improving the quality of specifications. The workshop requires various stakeholders to define and review the requirements for the solution. The attendees include management who will ensure the product provides the needed reports and information at the end.

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

- Organize and manage a successful JAD workshop
- Write well-formed and validated user requirements
- Organize and sequence requirements into a user requirements document
- Conduct efficient user requirements elicitation
- Identify what to look for in requirements

Topics

- Introduction
- Knowing your audience and their needs
- 9 key steps for a successful JAD Workshop

- Analyzing and Documenting Requirements
- Additional Information

Audience

This course is intended for Business analysts, requirements analysts, technical writers, systems analysts, developers, software engineers, IT project managers, project managers, project analysts, project leaders, senior project managers, team leaders, program managers, testers, and QA specialists.

Prerequisites

There are no prerequisites for this course. This course is suitable for both novices and experienced people who need to manage JAD sessions when gathering requirements for projects. It is recommended that participants complete the BA01 – Business Analysis Essentials course prior to enrolling or have equivalent experience.

Duration

One day

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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)
E. Challenges of Business Analysis

II. 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.)
D. EXCERCISE – Identify the information needs of your audience

III. 9 key steps for a successful JAD Workshop
A. Identify project objectives and limitations
B. Identify critical success factors
C. Define project deliverables
D. Define the schedule of workshop activities
E. Select the participants
F. Prepare the workshop material
G. Organize workshop activities and exercises
H. Prepare, inform, educate the workshop participants
I. Coordinate workshop logistics
J. How to Resolve Conflicts
K. Exercise – Conduct a JAD workshop

IV. Analyzing and Documenting Requirements
A. Analyzing Requirements
B. Attributes of effective requirements
C. Attributes of effective requirements and how to recognize "bad" requirements
D. Audiences of the requirements and the audiences' needs
E. Level of detail
F. Business vs. technical point of view
G. Prepare the Requirements Package for presentation
H. Exercise – Review what to look for in requirements

V. Additional Information
A. Useful books and links on effective requirements