

Requirements Elicitation, Analysis and Documentation

4-day Workshop

GOOD REQUIREMENTS ENSURE QUALITY PRODUCTS AND DRIVE BUSINESS VALUE

Approximately half the defects in a development project can be attributed to poor requirements. In addition, requirements errors account for three quarters of rework costs. The ability to properly elicit, analyze, document, and communicate requirements is essential to building high quality solutions that drive business value, especially with globally distributed development. This workshop enables participants to effectively gather requirements from users, analyze them for consistency and completeness, document them, and communicate them to users, developers, and testers of the solutions, wherever those participants may be around the globe.

Description:

The Requirements Elicitation, Analysis, and Documentation Workshop is suited for practitioners responsible for gathering, documenting, and communicating requirements to all participants in the project life cycle.

Workshop instructors leverage industry best practices, including those from the IIBA Body of Knowledge (BABOK®) and the Project Management Body of Knowledge (PMBOK®). Participants learn how to select appropriate elicitation and analysis techniques for their user situations, how to document requirements, and how to prioritize the requirements to enable development. They learn how to use a requirements framework to identify the types of requirements needed and trace them to delivery.

Topics:

- Requirements types
- Characteristics of sound requirements
- Elicitation techniques – interviews, surveys, workshops, process modeling, storyboards, etc.
- Analysis techniques – context diagrams, state modeling, root cause analysis, personas, etc.
- Documentation approaches – use cases, user stories, specification of different types of requirements
- Prioritizing and Tracing requirements

Target Audience:

Common roles involved are both enterprise and project-focused business analysts.

Common Tailoring Options:

- Incorporate participant organization processes, assets, and vocabulary into the workshop
- Leverage existing projects for exercises

Professional Development Credits:

2.8 Continuing Education Units (CEU)
28 Professional Development Units (PDU) or
Continuing Development Units (CDU)

Business Analysis Body of Knowledge™ Areas:

- Elicitation and Collaboration
- Requirements Analysis and Design Definition
- Requirements Life Cycle Management

Maximum class size: 15

®PMBOK is a registered trademark of the Project Management Institute. ™Business Analysis Body of Knowledge (BABOK) is a trademark of the International Institute of Business Analysis.

Workshop Description

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