

Requirements Review Techniques

1-day Workshop

EFFICIENT REVIEW TECHNIQUES ENABLE SOUND REQUIREMENTS FOR ANY TYPE OF PROJECT

Since requirements errors account for the majority of rework on all projects (three quarters of the work on software projects), it is critical that requirements are documented correctly and completely. Several review techniques are commonly used, with Structured Walkthrough as the most commonly used practice for removing defects. This workshop describes each of the common techniques and teaches participants how to use the walkthrough technique through a set of exercises.

Description:

This workshop is suited for anyone who writes or reviews requirements for products or projects. It provides a brief overview of common review techniques, and then focuses on Structured Walkthrough.

Workshop instructors leverage industry best practices, including those in the Business Analysis Body of Knowledge™ from the International Institute of Business Analysis. Participants learn what types and portions of requirements documents should be reviewed, the roles and responsibilities of participants in a review, how to perform the review, and how to use the resulting data. They practice these skills in exercises using real requirements documentation (their own, if possible), and they identify how to adapt the techniques for their own organization.

Topics:

- Overview of requirements review techniques
- Structured Walkthrough Process
 - Selecting material to review
 - Choosing the team
 - Preparing for and performing the review
 - Repairing defects
- Using Causal Analysis to remove sources of defects
- Evolving Requirements Reviews for local use

Target Audience:

Participants learn to review requirements, identify defects, and identify process causes for defects. Common roles involved are business analysts, project managers, product managers, technical leaders, testers, and process teams.

Common Tailoring Options:

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

Professional Development Credits:

0.7 Continuing Education Units (CEU)
7 Professional Development Units (PDU)

Business Analysis Body of Knowledge™

Areas:

- Solution Evaluation

Maximum class size: 15

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