Power Requirements: From Process Map to Requirements Documents

Course Code: 1340   **Course Duration:** 1 day

So here's the situation: You need to start building the project plan for the latest initiative, but you can't do that because the requirements haven't been defined. Sound familiar? Now you can lead the charge to get requirements defined by using the tools provided in *Requirements Management*. Requirements management starts by analyzing stakeholders system needs (not wants), then validating these in a form that users find easy to read/absorb and then moving forward into design and development. Secrets to this vital early understanding include the approach used by a business analyst (BA) to elicit and analyze information and techniques used to model the users' processes.

Course Description: This full-length session introduces a simple and powerful set of techniques enabling the IIBA's BABOK to be quickly implementable and thorough, so that requirements are correct, complete, consistent and accurate (and derived efficiently). Multiple exercises and hands-on activities illustrate processes and models through real-life scenarios.

Topics List:

- Requirements decomposition
- Identifying stakeholders
- Stakeholder communication
- IIBA Body of Knowledge
- Elicitation techniques
- Context diagrams
- Process maps
- Use case development
- Requirements analysis and documentation
- Solution assessment and validation
- Change control

Outline

1. Overview of Requirements
   a. Requirement types
   b. Explain the differences between scope and requirements
   c. Decompose needs to scope via requirements
   d. The role of stakeholders in requirements
2. Developing Requirements
   a. Describe the International Institute of Business Analysis (IIBA) development steps
   b. Overview the major development techniques
   c. Describe how to develop XY Charts and other process maps
   d. Develop Use Cases from XY Charts or process maps
   e. Derive requirements from Use Cases
   f. Create a traceability matrix

3. Managing Requirements
    a. The process of continuous validation and verification
    b. Use a change control procedure

Who Should Attend: Project managers, team leaders, functional leaders, technical specialists, project leads, senior managers, resource managers, program managers, project team members.