

Course Title: Managing and Communicating Requirements for Projects

2 Day Workshop – Course BA06

BA06 – Managing and Communicating Requirements for Projects

Course ID: BA06

Credits: 14 PDUs

Course Level: Basic/Intermediate

Prerequisites:

No prerequisites - This course suitable for both novices and experienced people who need to manage and communicate requirements for projects. It is recommended that participants complete the BA01 – Business Analysis Essentials course prior to enrolling or have equivalent experience. Experience in project management and business analysis helpful.

Course Abstract:

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.

Course Objectives:

Learn to develop a plan that includes determining the requirements activities a Business Analyst will perform on a particular project and how you will control and manage changes to the deliverables. Develop a high level test plan to verify and validate your user requirements and achieve quality performance.

Included:

- Student Guide
- Templates

Course Duration: 2 days

Intended Audience: 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.

Learning Objectives:

Upon completion of the course, participants shall 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

Course Outline:

Section 1: Introduction

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

Section 2: Managing Solution Scope and Requirements

- Requirements management plan
- Solution scope
- Conflict and issue management
- General techniques used

Section 3: Knowing your audience and their needs

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

Section 4: Managing Requirements Effectively

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

Section 5: Managing Requirements Traceability

- Recording the dependencies and relationships for each of the requirements
- Impact analysis
- Using a configuration management system
- Testing requirements
- General techniques used

Section 6: Prepare the Requirements Package

- Work product and deliverables
- Attributes of a complete requirements package
- General techniques used

Section 7: Maintain Requirements for Re-use

- Maintaining organizational process assets
- Ongoing requirements
- Satisfied requirements

Section 8: Communicating Requirements Effectively

- The 5 Cs
- Bulleted and numbered lists
- Tables and graphs
- Models and other graphics
- Using white space and fonts
- Chunking requirements information and the use of headings

Section 9: Additional Information

- Useful books and links on managing and communicating requirements