

# The Solarity Group

Bright Ideas. Clear Solutions.



## Mastering the Requirements Process

Description	By mastering the project requirements process, business analysts and project managers can better manage customers' expectations and satisfy their needs. Requirements discovery is the first step to a successful project. This workshop focuses on the skills necessary to thoroughly gather requirements from users, procedures, system components, and various business documents. Quality requirements statements are the next step in a successful project. So, participants will learn best practice techniques to write specific, measurable, achievable, realistic, and traceable, requirements statements. Finally, requirements must be properly communicated, validated and signed off to achieve a successful project outcome. By the end of this course, participants will have accomplished all three. Overall the workshop is designed to give participants the skills, hands-on application and confidence they need to tackle any project by producing and gaining approval for a quality requirements document.
Length	2 days
Professional Development Units	21 contact hours
Prerequisites	Previous experience in business systems analysis. Also, can take Fast Start® in Business Analysis
Building Block For	<ul style="list-style-type: none"><li>Advanced Business Analysis</li></ul>
Materials	Custom materials provided by Instructor.
Who Should Take This Course	Those who need an advanced and detailed approach to defining business/technical requirements and implementing new processes or methodologies.
Rate	\$1,495/ person Discounts available for on-site classes or for multiple attendees



**The Solarity Group**

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Fast Start® in Business Analysis

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# Course Contents

## The Requirements Process

- Developing Requirements—Where Do We Begin?
- The Cost of Bad Requirements
- System Development Life Cycle
- Current State versus Future State
- Discovery
- Project Size and Requirements Work
- Performing Enterprise Analysis
- Dictionary of Terms
- Real-World Application

## Requirements Essentials

- Requirements
- Types of Requirements
- Planning Requirements Work
- SMART Requirements
- Quality Requirements?
- How Shall We Write Requirements?
- The Grammar of Requirements
- Ambiguous Words
- Pronouns
- Synonyms
- Negative Words
- Adverbs
- Adjectives
- Measuring Success (Testing Requirements)
- Requirements Statements vs. Design Statements
- Turning Design Statements into Requirements
- Requirements Documentation
- Requirements Attributes for Traceability to the Source
- Real-World Application

## The Business Case

- Documenting the Business Case
- Building the Business Case
- Actors and External Entities
- The Context Diagram
- Real-World Application

## User Requirements

- User Requirements
- Pitfalls when Working with Users
- Best Practices for User Interactions
- The People Side of Requirements
- Requirements Input People
- Requirements Output People
- Working with people
- Requirements Elicitation Techniques
- Identifying User Requirements
- Eliciting User Requirements
- Facilitating a Requirements Discovery Session
- Structure of a Facilitated Session
- Real-World Application.

## Functional Requirements

- Functional Requirements
- Level of Detail for Functional Requirements
- So What Are Functions?
- Words to Avoid
- Where Can We Find Functional Requirements?
- Writing Functional Requirements from User Requirements
- Writing Functional Requirements from a Use Case
- Use Case



- Writing into Functional Requirements from Artifacts
- Real-World Application

## **Quality of Service Requirements**

- Quality of Service Requirements
- Environmental Requirement Statements
- Interface Requirement Statements
- Operational Requirement Statements
- Performance Requirement Statements
- Privacy Requirement Statements
- Quality Requirement Statements
- Safety Requirement Statements
- Security Requirement Statements
- Training Requirement Statements
- Where Can We Find Quality of Service Requirements?
- Other Places to Look for Quality of Service Requirements
- Writing Quality of Service Requirements from User Requirements
- Writing Quality of Service Requirements from Use Cases

- Writing Quality of Service Requirements from Functional Requirements
- Writing Quality of Service Requirements from Artifacts
- Real World-Application

## **The Requirements Documentation**

- Requirements Document
- Requirements Identification
- Organizing Requirements
- Requirements Exclusions
- The Phased or Iterative Approach
- Ensuring Quality Statements of Requirements
- Guidelines for Documenting Requirements
- Requirements Document
- Real-World Application

## **Requirements Communication**

- Purpose of Requirements Communication
- Levels of Requirements Communication
- Peer Review
- User and Stakeholder Walkthrough
- Requirements Inspection
- Requirements Checklist
- Sign-Off Approval
- The Requirements Baseline
- Real-World Application

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