

Requirements Elicitation and Documentation

3-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, 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, 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 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®), Project Management Body of Knowledge (PMBOK®) and Capability Maturity Model® Integration for Development (CMMI-DEV). Participants learn how to select appropriate elicitation techniques for their user situations, how to document requirements, and how to prioritize the requirements to enable development anywhere. 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 “good” requirements
- Handling requirements attributes
- Elicitation techniques – interviews, JAD and other group techniques, participatory design
- Documentation approaches – use cases, user stories, specifications of different types
- Prioritization for value
- Tracing requirements to completion

Target Audience:

Common roles involved are business analysts, project managers, technical leaders, and testing specialists.

Common Tailoring Options:

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

Professional Development Credits:

2.1 Continuing Education Units (CEU)
21 Professional Development Units (PDU)

Business Analysis Body of Knowledge™ Areas:

- Requirements Elicitation
- Requirements Analysis and Documentation
- Requirements Communication

Maximum class size: 15

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Workshop Description

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