

Requirements Review and Inspection Techniques

2-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 available, with Requirements Inspection as the acknowledged best practice for removing defects with the least time and effort. This workshop teaches participants the inspection technique and how to use the resulting data to remove defects from the requirements, as well as to remove the causes of the types of defects that were found.

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 Requirements Inspection.

Workshop instructors leverage industry best practices, including those from requirements experts found in the evolving Business Analysis Body of Knowledge™ from the International Institute of Business Analysis, and in Capability Maturity Model® Integration for Development (CMMI-DEV). Participants learn what types and portions of requirements documents should be inspected, the roles and responsibilities of participants in an inspection, how to perform the inspection, and how to use the resulting data from the inspections. 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
- Requirements Inspection Process
 - Selecting material to review
 - Choosing the team
 - Preparing for and performing inspection
 - Repairing defects
- Using Causal Analysis to remove sources of defects

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:

1.4 Continuing Education Units (CEU)
14 Professional Development Units (PDU)

Business Analysis Body of Knowledge™

Areas:

- Solution Assessment and Validation

Maximum class size: 15

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Workshop Description

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