# Requirements Development, Documentation and Management Training

Duration: **4 Day**

BILGINÇ IT Academy
info@bilginc.com
bilginc.com

## Overview

**Develop effective requirements that meet business and stakeholder objectives.**

In this course, you will further explore the business analysis lifecycle in both waterfall and agile projects, with a focus on planning, documentation, analysis, management, and communication activities.

You will:

- Engage in up-front enterprise analysis to ensure that scope and problem statements are clear
- Build on the planning skills covered in Business Analysis Essentials to create a comprehensive business analysis plan
- Analyze the impact and influence of stakeholders to enable more effective elicitation of requirements
- Learn about how and when to use modeling techniques used in business analysis, and practice creating swimlane diagrams, use case models and descriptions, user stories, state diagrams, data dictionaries, and entity relationship diagrams
- Write effective requirements and accurately revise existing requirements to meet quality criteria
- Effectively manage the requirements to ensure accuracy, efficiency, and consistency in communication; to ensure requirements traceability, and to manage change
- Plan a review process to ensure the validity of requirements

This course is aligned with IIBA's *A Guide to the Business Analysis Body of Knowledge*(*BABOK®Guide*) standards.

Students pursuing a university-recognized and/or accredited certificate in Canada or continuing education units in the US must attend at least 90% of class time, participate in class exercises and section-knowledge checks, and score at least 70% on an end-of-class, multiple-choice assessment.

**Who Should Attend?**

- Junior business analyst (BA) working on small projects or on one team
- Project managers wanting to understand more about documenting requirements
- People who have several years of business analysis experience but their organizations want to standardize the process or roles
- People who are new to the business analysis role but who have several years of business experience
- Managers who want a better understanding of business requirements and documentation
- Software developers and testers

## Prerequisites

There are no required prerequisite courses; however, completion of the Business Analysis Essentials course is recommended. At least one year on the job serving in a BA related role is recommended.

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## What You Will Learn

- Perform root cause analysis
- Define, write, trace, and validate, and assess the quality of the four different types of requirements according to the *BABOK© Guide*
- Validate problem statements, objectives, and scope statements
- Model requirements to identify gaps and communicate requirements using the following techniques:
  - Process modeling
  - Scenarios and use cases
  - User stories
  - State diagrams
  - Data dictionary
  - Entity-relationship diagrams (ERD)
- Create a comprehensive Requirements Management Plan (RMP)
- Create a business analysis plan for requirements elicitation and analysis activities (BAP)
- Identify sources for requirements and appropriate elicitation techniques
- Assemble and communicate requirements packages to various levels of stakeholder groups
- Perform requirements documentation and management activities in Agile or waterfall environments
- Assess and justify the value of a proposed change to product scope or requirements
- Elicit requirements using the observation technique

## Outline

**1. Foundations**

- BA Lifecycle
- Waterfall vs. Agile
- Documenting and Managing Requirements
- Types of Requirements
- Types of BA Roles
- Risks, Assumptions, and Constraints
- Product vs. Project Scope
- IIBA and PMI

**2. Strategy Analysis**

- SMART Objectives
- Scope and Problem Statements
- Business Needs
- Root Cause Analysis
- Business Requirements
- Business Case
- Product Scope

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**3. Requirements Planning**

- PM vs. BA Roles
- Stakeholder Analysis
- Requirements Management Plan
- Business Analysis Plan

**4. Elicitation**

- Elicitation and Analysis
- Elicitation Techniques
- Selecting the Appropriate Elicitation Technique

**5. Requirements Analysis and Documentation**

- Applying the BAP to Analysis
- Modeling Techniques
- Validation and Verification
- Requirements Documentation Templates
- Purpose of Modeling
- Textual and Graphical Requirements
- Documenting Requirements in Agile
- Traceability

**6. Requirements Lifecycle Management**

- Communicating Requirements Between Projects
- Signoff
- Changes to Requirements in Agile vs. Waterfall
- Managing Projects for Value
- Applying the BAP

**7. Solution Assessment and Validation**

- Transition Requirements
- Solution Validation
- Close Out