

BA04 - Eliciting and Writing Effective Requirements

Prehľad

With elicitation serving as a major component of the requirements process, it is imperative that business analysts maintain high competency levels in elicitation practices and technique use to help organizations overcome the requirements related challenges faced on projects. Regardless whether you are a practitioner just starting off your career in business analysis or whether you have been performing the role for some years, this course will provide insight into the latest thoughts on elicitation and writing effective requirements and present a number of current techniques that are being applied on projects across industries today.

Vzdelávacie ciele

- Understand the role of the business analyst and core competencies for performing successfully
- Discuss the criticality of business analysis and requirements for successful project outcomes
- Understand the main professional associations and standards supporting business analysts in the industry
- Discuss the common problems with requirements and explore approaches to address these issues
- Obtain a clear understanding of the various requirements types and the significance for eliciting each type
- Demonstrate your ability to identify stakeholders
- Explore various methods for understanding and analyzing stakeholders
- Discuss and apply good planning practices to requirements elicitation efforts
- Obtain knowledge and understanding of over 15 current and commonly applied elicitation techniques
- Understand how to progress from elicitation to analysis to documentation
- Write well-formed and validated requirements
- Gain understanding of the best practices for writing quality requirements
- Learn the technical writing techniques that apply directly to writing requirements documents
- Discuss writing pitfalls, risks that impact requirements, and how to address them
- Learn best practices for communicating and collaborating with stakeholders, sharing the results of elicitation and the resulting documentation
- Learn approaches for validating requirements
- Understand the difference between validating requirements and validating the solution

1 - Review of Foundational Concepts

- Definition of a business analysis
- Definition of business analyst
- BA role vs. PM role
- Business analysis competencies
- Benefits of business analysis
- Purpose for having a BA standard
- IIBA's BABOK® Guide and PMI's Practice Guide in Business Analysis
- Business analysis core concepts
- Discussion: Project challenges

[Online registrácia](#)

Termíny

Trvanie kurzu (v dňoch): 3 Days

G2R = "Garantovaný termín" OLL = "Online LIVE" ILT = "Kurz vedený inštruktorom"					
08/23/21	G2R	5:00PM - 1:00AM	Bratislava, Slovakia	OLL	€ 1050.00
11/29/21	G2R	3:00PM - 11:00PM	Bratislava, Slovakia	OLL	€ 1050.00

2 - Understanding Requirements

Common problems with requirements
Understand the problem first
Define the business need
Situation statements and moving to requirements
Understanding requirement types
Business requirements
Stakeholder/User Requirements
Solution Requirements
Functional Requirements
Non-Functional Requirements
Assumptions and Constraints
Discussions: Requirement problems, business needs, and identifying non-functional requirements

3 - Discovering Stakeholders

Definition of a stakeholder
Stakeholder types
Identifying stakeholders
Performing stakeholder analysis
Stakeholders and requirements
Tips for identifying stakeholders
Grouping stakeholders
Creating a RACI model
Tips for analyzing stakeholders
Documenting results of stakeholder analysis
Workshop: Discovering stakeholders

4 - Preparing for Requirements Elicitation

Planning for elicitation
Benefits of elicitation planning
What do you plan?
The elicitation plan
Setting objectives for elicitation
Determining the scope for elicitation
Establishing pre-work
Determining the outputs for the session
The iterative nature of elicitation
Elicitation roles
Elicitation planning techniques
Discussions: Who to involve in elicitation, planning impacts, and unplanned elicitation
Workshop: Planning for elicitation

5 - Conduct Requirements Elicitation

Elicitation skillset
Types of elicitation techniques
Using active listening in elicitation
Techniques for performing elicitation
Benchmarking/Market Analysis
Brainstorming
Business Rules Analysis
Collaborative Games
Concept Modeling
Data Mining
Data Modeling
Document Analysis
Focus Groups
Interface Analysis
Interviews
Observation
Process Modeling
Prototyping
Survey or Questionnaire
Workshops

6 - Write Effective Requirements

Elicitation and Analysis
Requirements related issues
Implications of bad requirements
Elicitation and documentation
Writing skillset
Documenting requirements
Modeling requirements
Defining the project life cycle
Impact of project life cycle on documentation
Requirements specifications
Characteristics of good requirements
Guidelines for writing textual requirements
Structuring a requirement
Writing pitfalls
Traceability
Requirements attributes
Risks associated to requirements
Discussions: Project Life Cycle and Correcting Poorly Written Requirements
Workshops: Documenting Requirements and Identify Characteristics of Good Requirements

7 - Confirm and Communicate Elicitation Requirements

Business analysis communication
Requirements communication
Communication skills
The 7 Cs
Timing of communication
Planning communication
Importance of Collaboration
Planning collaboration
Documenting communication/collaboration needs
Confirming elicitation results
Verify requirements
Characteristics of good requirements (revisited)
Requirements checklist
Requirements validation
Signing off on requirements
Discussions: Responsibility for Communication, Eliciting Communication Needs, Validation
Signoff
Workshops: Communicating Requirements and Obtaining Signoff

8 - Evaluate the Solution

Business analyst role in solution evaluation
Why solutions under perform
What we are looking for in solution evaluation
When does solution evaluation occur
Performing solution evaluation
Planning solution evaluation
Metrics that might exist
Evaluating long term performance
Qualitative vs. quantitative measures
Tools & techniques used in solution evaluation
Comparing expected to actuals
When solution evaluation discovers a variance
Tools/techniques for analyzing variances
Proposing a recommendation
Communicating results of solution evaluation
Discussion: Addressing Variance

9 - Wrap up and Next Steps

Useful books and links on writing effective requirements
BABOK® Guide
Business Analysis for Practitioners: A Practice Guide
