
Business Requirements Gathering and Writing Seminar Using Data Techniques

Data-Driven and Data Warehouse/Business Intelligence Projects

Brief Description

3 Sessions

The class focuses on how to gather and write requirements for data driven and data warehouse/business intelligence type projects. The class teaches an understanding of the different levels of requirements and provides a requirements process and strategy for requirements phase of a project. The workshop is one third lecture and two thirds hands on exercises for writing project scope definitions, business requirements and detailed requirements for data driven projects.

Description

The class focuses on industry standards and proven methods for writing requirements needed for project scope definition, requirements and documenting the detailed requirements necessary for data driven projects. The seminar focus is on:

- Understanding the different levels of requirements
- The requirements management process
- Communication techniques for gathering requirements
- Writing skills and instructions for writing successful scope, requirements documents and detailed requirements
- Practical exercises using a case study to write and model the project scope, detailed requirements, data requirements, non-functional requirements, reporting requirements

The objectives of the seminar are to:

- Define best practices and proven methods for writing data requirements and how to use data techniques for requirements gathering
- Provide practical exercises for using data requirements gathering techniques using context diagrams, data flow diagrams, activity diagrams with swimlanes, data models, tables and domain object models
- Write and critique requirements deliverables using a data centric approach using guidelines, templates and checklists

Seminar Content

Session 1 (1:00 – 5:00pm Eastern Time)

Introduction

Data Requirements Gathering Techniques

- Workshop approaches
- Storyboarding
- Interviewing
- Kit Reviews
- Business Models- context diagram, activity diagram, dataflow diagram, data model, domain object model

Discovery Phase- Problem Statement/Scope of the Project

- Writing effective project initiation deliverables:
 - Business problem statement
 - Success criteria/objectives
 - Business parameters
 - Solution Alternative Analysis
- **Exercise- Discovering and writing business problem statements, success criteria/objectives, business parameters**
- How to write effective scope statements & assumptions
- Interviewing, questioning and active listening skills
- **Exercise- Interviewing and active listening skills**
- **Exercise- Writing the project scope statement & assumptions**
- How to create the context diagram
- **Exercise- Creating the context diagram**

Session 2 (1:00 – 5:00 pm Eastern Time)

Discovery Phase- Business Requirements Analysis

- Documenting requirements in iterations- understanding the different levels of requirements
- Characteristics of writing effective requirements
- Instructions and guidelines for writing effective requirements
- Quality measures and checklists for writing effective requirements
- How to identify and write effective business rules
- Building the Activity/Swimlanes Workflow Diagram using UML
- **Case Study Exercises- creating activity/swimlanes diagrams and identifying and writing quality requirements and business rules**
- Writing the Business Use Case for Requirements Analysis
 - Guidelines and templates for writing the business use case
- Requirements Document Template Sample

- **Case Study Exercise- writing business use cases for requirements definition**
- How to interpret and create the logical data model and tables
- **Case Study Exercises- building the logical data model and table**

Session 3 (1:00 – 5:00pm Eastern Time)

Discovery Phase- Requirements Analysis (continued)

- How to create the Domain Object Model
- **Case Study Exercise- creating the domain object model**

Discovery Phase- Detailed Requirements

- Writing Detailed Use Cases for Development and Testing
 - Guidelines and template for writing detailed use cases
- Storyboarding mockups for UI and Reporting
- **Case Study Exercise- writing detailed use cases, mock-ups and data field descriptions**
- Building the data flow diagram
- **Case Study Exercise- building the data flow diagram**
- Overview of Requirements Traceability
- How to create traceability worksheets

Quality Checking Requirements (High-Level Design Sign-off)

- Quality measures for checking requirements
- Techniques for quality checking requirements
 - Desk checking using checklists and questions for validating requirements
 - Conducting Work Sessions for requirements validation
 - Requirements Inspection Process and Sign-off for requirements validation
- **Exercise- Desk checking for requirements validation**

Wrap up

Materials

Each seminar participant receives a Seminar Handbook with sample templates, guidelines and checklists for writing requirements definition documents.

Who Should Attend?

Those who will find this of value are the Business Managers, Business Analysts, Business Requirements Leads, Project Managers, Solutions Leads, Technical Leads, Technical Analysts, Quality Assurance, Business Subject Matter Experts (SMEs), Architects, Designers and Developers.