

## Virtual Requirements Gathering & Writing Course



### BRIEF DESCRIPTION

**3 Sessions**

The Requirements Gathering and Writing course focuses on how to gather requirements and write the different levels of requirements effectively. The course provides the business analysts with a repeatable process for requirements gathering using business models, use cases and user stories techniques. The workshop uses a “GoToMeeting” conference call format with Instructor lead lecture and interactive exercises. The course is one third lecture and two thirds hands on case study exercises for capturing the project scope definitions, business requirements and detailed functional specifications requirements gathering techniques.

### DESCRIPTION

The course focuses on industry standards and best practices for capturing requirements needed for project scope definition, requirements and documenting the detailed requirements necessary for software solutions. The course focus is on:

- Understanding the different levels of requirements
- The requirements management process
- Characteristics and guidelines for writing effective requirements and use cases
- Communication techniques for gathering requirements
- How to document the project definition, requirements analysis and analysis phases of a project
- Providing the Business Analysts with case study exercises in capturing the scope definition, business requirements lists, use cases, user stories, screen and report specifications
- Writing and critiquing requirements using guidelines and checklists

The objectives of the course are to:

- Define best practices and standards for writing functional and non-functional requirements
- Provide practical exercises for using requirements gathering techniques using diagrams, use cases and user stories
- Writing and critiquing requirements and detailed requirements using industry standards and best practice guidelines and checklists

## Curriculum & Schedule

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

#### Course Introduction

#### Requirements Process Overview

- Introduction to Requirements
- Requirements Delivery Approach
- Roles & Responsibilities
- Success Factors

#### Requirements Gathering Techniques

- Conducting Requirements Workshops
- Brainstorming
- Storyboarding
- Teleconferencing
- Interviewing
- Kit Reviews and Walk-throughs
- Requirements Approach and Artifacts Overview- context diagram, use case diagram, business process flows, use cases, user stories

#### Discovery Phase- Defining the Scope

- 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 writing the project scope statement & assumptions**
- Building the use case diagram
- **Exercise- Creating the use case diagram**

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

#### Discovery Phase- Requirements Analysis

- Documenting requirements in iterations- understanding the different levels of requirements
- Characteristics of writing effective requirements
- Instructions and guidelines for writing effective requirements
- Requirements attributes

- Quality measures and checklists for writing effective requirements
- How to identify and write effective business rules
- Building the “to be” business process flows and activity diagrams with swimlanes
- **Exercise- Creating the “to be” business process flow**
- **Exercise- Identifying and writing quality requirements and business rules**

#### Discovery Phase- Requirements Analysis –Use Cases & User Stories

- Benefits of using the high level use case to identify requirements
- How to write the high level use case
  - Guidelines for the use case iterations
  - Templates and Quality Checklists
- **Exercise- Writing a high level use case**
- How to write the requirements using the user stories technique
- Identify and write the test cases for the user stories
- How to capture user stories for a use case
- **Exercise- Creating a user story**
- How to write effective non-functional requirements
- IEEE Categories
- Non-functional definitions and examples
- **Exercise- Writing quality non-functional requirements**
- Capturing detailed requirements using site maps and identifying inventories of screens, reports and system interfaces
- Iteration Plan – What is the thought process for building a plan?
  - Setting priorities
  - Creating the build plan

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

#### Discovery Phase- Detailed Requirements Use Cases

- How to create the detailed use cases
- How to build an activity diagram with swimlanes using UML notation
- **Exercise- writing the detailed use case, creating the activity diagram with swimlanes for the use case**
- Using brainstorming and storyboarding techniques to create the draft screens
- Screen mockup data field descriptions
- **Exercise- storyboarding the mockups and data field descriptions**
- Defining the Report Specifications
  - Key components of the report specifications requirements
  - Report Mock-ups
  - Report Specifications Template

#### Quality Checking Requirements & 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
- Change control management
  - How to control requirements defects and change requests
  - Tracing requirements defects and change requests after sign-off

#### Wrap up

### **MATERIALS**

Each course participant receives a Course 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, Quality Assurance, Business Subject Matter Experts (SMEs), Architects, Designers and Developers.