

Virtual Requirements Gathering & Writing Seminar

BRIEF DESCRIPTION

3 Sessions

The Requirements Gathering and Writing class focuses on how to gather requirements and write the different levels of requirements effectively. The requirements training class provides a requirements model using UML and Use Case requirements gathering and writing techniques. The workshop is one third lecture and two thirds hands on exercises for writing project scope definitions, business requirements and detailed requirements.

DESCRIPTION

The class focuses on industry standards and best practices for writing requirements needed for project scope definition, requirements and documenting the detailed requirements necessary for IT projects. The seminar 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
- Writing skills and instructions for writing successful scoping, requirements documents and detailed requirements
- Practical exercises in scoping, business objectives, functional requirements, non-functional requirements, use cases and screen mockups and reporting requirements
- Writing and critiquing use cases and requirements using guidelines and checklists

The objectives of the seminar are to:

- Define best practices and standards for writing functional and non-functional requirements
- Provide practical exercises for using requirements gathering techniques using UML diagrams and use cases
- 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)

Seminar Introduction

Requirements Gathering Techniques

- Brainstorming
- Storyboarding
- Interviews
- Kit Reviews

- Business Models- use case diagram, business process flows, use cases

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 active listening skills**
- **Exercise- 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

- 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 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
- **Exercise- Create a site map**

- 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 (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
- Change control management
 - How to control requirements defects and change requests
 - Tracing requirements defects and change requests after sign-off
- **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, Quality Assurance, Business Subject Matter Experts (SMEs), Architects, Designers and Developers.