

BA06 - Managing and Communicating Requirements for Projects

Course Overview

[View Course Dates & Register Today](#)

This is a 2-day class

Learn to develop a plan that includes determining the requirements activities a Business Analyst will perform on a particular project and how you will control and manage changes to the deliverables. Develop a high level test plan to verify and validate your user requirements and achieve quality performance. NOTE: This course will earn you 14 PDUs.

Who Should Attend

Executives, Project Managers, Business Analysts, Business and IT stakeholders working with analysts, Systems Analysts and programmers interested in expanding their role into the business area.

Course Objectives

Upon completion of the course, participants shall be able to:

- Plan, manage and communicate requirements for projects
- Perform the various elicitation techniques used in gathering and documenting requirements.
- Produce relevant artifacts needed for documenting requirements.
- Minimize uncertainty and risk by applying principles learned in the course
- Ensure your project delivers required functionality and adds value to the business
- Translate business requirements into appropriate technical specifications.
- Optimize your team's responsiveness to change

Course Outline

1 Introduction

Requirements and types of requirements
Requirements in the product life cycle
Project roles and requirements
The role of the Business Analyst (BA)

2 Managing Solution Scope and Requirements

Requirements management plan
Solution scope
Conflict and issue management
General techniques used

3 Knowing your audience and their needs

Specific needs of business stakeholders and management
Specific needs of Subject Matter Experts (SME)
Specific needs of the technical team (developers, testers, etc.)

4 Managing Requirements Effectively

Attributes of effective requirements
Audiences of the requirements and the audiences needs
Business vs. technical point of view
Need for formality and level of detail required

BA06 - Managing and Communicating Requirements for Projects

5 Managing Requirements Traceability

Recording the dependencies and relationships for each of the requirements

Impact analysis

Using a configuration management system

Testing requirements

General techniques used

6 Prepare the Requirements Package

Work product and deliverables

Attributes of a complete requirements package

General techniques used

7 Maintain Requirements for Re-use

Maintaining organizational process assets

Ongoing requirements

Satisfied requirements

8 Communicating Requirements Effectively

The 5 Cs

Bulleted and numbered lists

Tables and graphs

Models and other graphics

Using white space and fonts

Chunking requirements information and the use of headings

9 Additional Information

Useful books and links on managing and communicating requirements