

BA09 - Managing Requirements for SharePoint Projects

Course Overview

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This is a 2-day class

Many Project Management and Business Analyst professionals are finding themselves leading, managing and analyzing SharePoint initiatives - only to find that many of the tools and techniques applied no longer work as effectively or at all. In order to do more than survive in this iterative development environment, today's Project Manager and Business Analyst must employ additional project management and business analysis tools and techniques to effectively lead their teams and deliver their projects.

Requirements can change frequently during a SharePoint project, and therefore projects need a streamlined, flexible approach to requirements change management. SharePoint professionals want to develop systems and services which are both high-quality and high-value, and the easiest way to achieve this is to implement the highest priority requirements first. This enables the projects to maximize value for their stakeholders.

The course will explore how your projects can easily and successfully manage requirements in an effective SharePoint environment. NOTE: This course will earn you 14 PDUs.

Who Should Attend

Executives, Project Managers, Business Analysts, Business and IT stakeholders engaged in improving the delivery of products and services that meet user needs through the use of Microsoft SharePoint; Anyone who wants to improve their Business Analysis skills; Project stakeholders concerned with SharePoint requirements

Course Objectives

- Plan, manage and close requirements for a project in reduced time using good business analysis practices
- Minimize project uncertainty and risk by applying good techniques
- Ensure your project delivers required functionality and adds value to the business
- Create an environment of self-management for your team that will be able to continuously align the delivered product or services with desired business needs, easily adapting to changing requirements throughout the process.

Course Outline

1 Introduction – Roles involved in a SharePoint project

The opportunities and challenges of a SharePoint project
The business analysis process
BA role vs. project manager role
BA / PM competencies
Case Study Exercise

2 Understanding SharePoint Requirements

Business, User, Functional, Quality-of-service and implementation requirements
Requirements vs. specifications
Requirements vs. business rules
Risk management and risk response strategies
Analyzing requirements
Characteristics of effective requirements
Case Study Exercise



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3 SharePoint Requirements Modeling

- Identify high level scope
- Identify initial requirements stack
- Identify an architectural vision
- Plan your iteration
- Iteration modeling
- Model storming
- Test driven development
- Case Study Exercise

4 The Change Management Process

- Managing the Solution Scope and Requirements
- Capturing the Requirements Traceability
- Maintaining the Requirements for re-use
- Managing Requirements Conflicts
- Preparing the Requirements Package
- Building the Requirements communications plan
- Case Study Exercise

5 Assessing and Validating Requirements

- Validating and verifying SharePoint Requirements
- Creating a master test plan
- Create test scenarios and test cases
- Case Study Exercise

6 Additional Information

Useful books and links on managing requirements and projects for SharePoint initiatives.