

# Mastering the Requirements Process

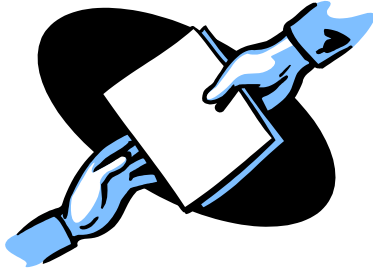
Background and The Clarico Group Approach

The Clarico Group Inc.

[www.claricogroup.com](http://www.claricogroup.com)

## Requirements Writing: Mastering Requirements – A Vital Project Enabler

### - A Practical and Comprehensive Hands-on 3 day Workshop –



By mastering project requirements, business analysts and project managers can better manage customers' expectations and satisfy their needs. Requirements discovery is the first step to a successful project.

This workshop focuses on the skills necessary to thoroughly gather requirements from users, procedures, system components, and various business documents. Quality requirements statements are the next step in a successful project. This workshop provides the best practices to write specific, measurable, achievable, realistic, and traceable, requirements statements. Finally, requirements must be properly communicated, validated and signed off to achieve a successful project outcome. By the end of this course, participants will have accomplished all three.

Overall the workshop is designed to give participants the skills, hands-on application and confidence they need to tackle any project by producing and gaining approval for a quality requirements document

#### Discover How To

- Apply concepts and techniques applicable to any tool or methodology.
- Elicit and capture user's requests and turn them into requirements.
- Write high quality business, functional and quality of service requirements
- Communicate, validate and gain sign off on the requirements document

#### Who Should Attend

Those who need an advanced and detailed approach to defining business/ technical requirements and implementing new processes or methodologies.

#### 1. Planning the Requirements Analysis

- Plan Business Analysis Approach
- Conduct Stakeholder Analysis
- Plan Business Analysis Activities

Enable. Educate. Enlighten.

- Plan Business Analysis Communication
- Plan Requirements Management Process
- Manage Business Analysis Performance
- Real World Application

## 2. Techniques Used In Requirements Process

- Various techniques used in the requirements process as per BABOK® V2.0
- Real World Application

## 3. Requirements Process

- Recognize the cost of bad requirements
- System Development Life Cycle
- As-is and to-be analysis work
- The discovery process
- Correlate project size to requirements analysis
- Plan requirements work
- Perform an enterprise analysis overview

## 4. Requirements Essentials

- Requirements best practices
- Define the types of requirements
- Requirements grammar
- Differentiate requirements statements from design statements
- Write measurable requirements for success and testability
- Requirements documentation components

## 5. Business Requirements

- Recognize the components of business requirements
- Define system scope using a context diagram

- Write business requirements and draw a context diagram for the case study

## 6. User Requirements

- Best practices for user interactions
- Identify the various people involved in requirements
- Requirements elicitation techniques
- Requirements tracing
- Facilitated requirements session
- Document user requirements for further development

## 7. Functional Requirements

- Functional requirements and functions
- Identify where functional requirements come from
- Turn user requirements into functional requirements
- Use Case components
- Turn a Use Case into functional requirements
- Turn artifacts into functional requirements
- Determine the correct level and format for functional requirements

## 8. Functional/Quality of Service Requirements

- Quality of service requirements
- Learn how to build quality of service requirements from user and functional requirements.
- Build quality of service requirements from business rules.

## 9. Building the Requirements Package

- Identify Requirements Attributes
- Understand how requirements are often missed.
- Review and rewrite requirements statements for quality

## 10. Cross-functional Teamwork

- Documenting newly discovered requirements
- Manage the project scope in the requirements specification
- Build a requirements specification appropriate for the target audience

## 11. Requirements Communication

- Best practices for effective requirements communication
- Requirements validation meeting
- Verify requirements with identified stakeholders.
- Justify and interactively update requirements statements
- Gain sign-off approval to continue with design work.

Enable. Educate. Enlighten.

**ENABLE  
EDUCATE  
ENLIGHTEN**



### **About Us**

The Clarico Group puts ourselves in your shoes, listens and accurately grasps your needs, issues and problems. Then we help you to succeed by delivering any combination of our Clarico Client Trilogy.

#### **Client Option #1 – We Enable by Doing or helping to do what you need to succeed**

Our consultants deliver results for you by working on your behalf, running programs or projects for you or just being part of your teams, to make the best happen for you by planning and executing at strategic, tactical and operational levels. We help your teams make better, more creative decisions and, most importantly, actually execute on them.

#### **Client Option #2 – We Educate Using Workshops to educate you as to how and what you need to succeed**

Before, during or after our consulting work for you ... it's your choice ...we make sure that there's knowledge and skills transfer. We innovate, design and build interactive workshops, eLearning and classroom training MENTO. The right concept. The right message. The right media. At The Clarico Group we customize and integrate traditional and new media.

#### **Client Option #3 – We Enlighten by providing you with how-to media to guide your success.**

We provide our clients with the best book, audio and video media and references to allow you to enable your success for yourself.

### **Contact us:**

David Bajurny, Partner

[david.bajurny@claricogroup.com](mailto:david.bajurny@claricogroup.com)

or visit us at [www.claricogroup.com](http://www.claricogroup.com)