Requirements Gathering and Process Modeling

Context and Strategic Importance Requirement gathering is where most projects fail. It is the process of translating ambiguous business needs into precise technical specifications. Without rigorous process modelling, the technical team is essentially "flying blind," building solutions that may be technically sound but are strategically irrelevant. This alignment of business and technical logic is the primary defence against project failure.

Deconstructing Specifications Gathering requirements is not a passive act of "taking notes"; it is an active process of "deconstruction."

- **Process Modeling:** Visualizing the business workflow to identify every step, decision point, and actor.
- **Functional Specifications:** Defining exactly what the system must do to support that workflow.
- **Non-Functional Requirements:** Defining how the system must perform (e.g., uptime, security, scalability). This logic ensures that the final product is "fit for purpose" and delivers the intended business value.

The Truth in Modeling Accurate process models serve as the "Single Source of Truth" for the entire development lifecycle. They provide a shared reference point that prevents "scope creep" and ensures that all stakeholders have a common understanding of the project's goals. If a requirement is not in the model, it does not exist.

Impact Analysis Standardizing requirements gathering leads to a dramatic improvement in "project success rates" over 12 months. The organization stops wasting capital on features that no one wants and starts delivering solutions that solve actual business problems. Proceeding with ambiguous or unverified specifications is a primary cause of wasted resources and technical frustration.

Executive Directive Leadership is to mandate a formal "Business-Technical Sign-off" for all projects. No development work is to commence until the Lead Systems Architect and the primary Business Stakeholder have both approved the functional specification and process model.

Transition General requirements must eventually be translated into the specific, mathematical language of KPI formulas and thresholds.