

MASTERING REQUIREMENTS GATHERING

How to gather and manage project requirements successfully

Course Description

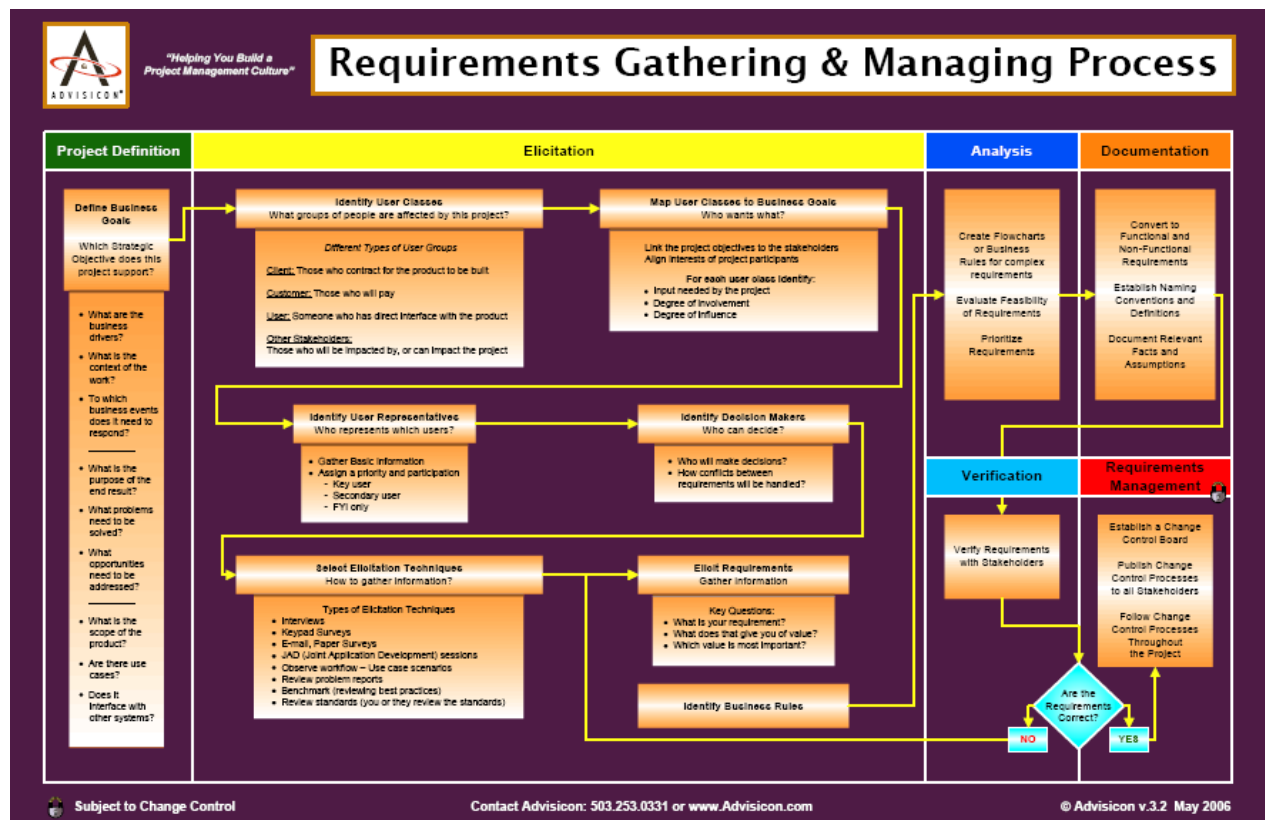
This course teaches participants how to elicit, characterize, document, analyze, validate, verify and manage requirements for new projects, products, and services.

Who should take this course?

- Project stakeholders and team members
- Anyone responsible for initiating or managing projects who wants to learn how to deliver successful projects

Tools and Templates

Course participants receive a training manual and CD with tools and templates for gathering, recording, and managing requirements.



Course Outline

Eliciting Requirements

- Defining high-level business requirements
- Identifying user classes & representatives
- Selecting elicitation techniques
- Eliciting functional & non-functional requirements from users
- Identifying business rules
- Reviewing requirements with users

Requirements Analysis

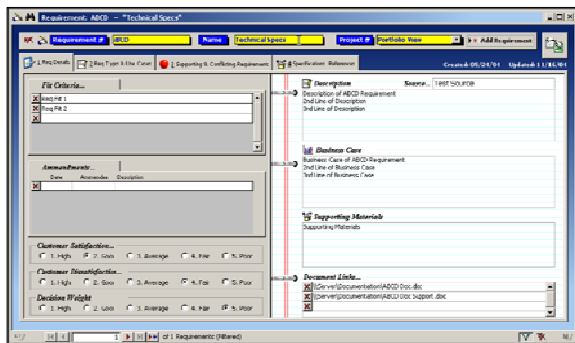
- Clarifying complex and unclear requirements
- Evaluating & prioritizing requirements

Requirements Documentation

- Naming conventions and definitions
- Documenting relevant facts and assumptions

Requirements during the Design & Build Phase

- Match product to prioritized requirements
- Requirements-based quality control
- Establishing a stakeholder acceptance process



Requirement Change Control

- Establishing document version control
- Establishing change control process
- Tracking changes

Requirements Verification

- Verifying requirements
- Creating requirements traceability

Requirements Traceability Matrix					
	R1	R2	R3	R4	R5
R1		C			
R2	C		S	S	
R3		S			
R4		S			
R5					

C = Conflicts S = Supports

Requirements during Testing and Acceptance

- Establishing a requirements-based performance and acceptance tests
- Requirements-based redesign & rework

Requirements and Closing a Project

- Acceptance of deliverables
- Project documentation closeout process