Agile Business Analysis

Requirements and Management Folio of Work

Project: *Name of project*

*Name of Client*

Author: Name

S Number: Number

Workshop: Day, Time, Instructor

Table of Contents

1 Introduction 1

1.1 Purpose of this Document 1

1.2 Scope of this document 1

1.3 Background 1

2 Business Goals 1

2.1 Agile Approach 1

3 Stakeholders 2

3.1 Stakeholder Definition 2

3.2 Stakeholder Communication 2

4 Product Vision 2

5 Requirements 2

6 Delivery and Review 2

7 Project Management 2

7.1 APM Framework 2

# Introduction

## Purpose of this Document

Give a brief statement outlining what this document is and what you aim to provide in this document.

## Scope of this document

Define the scope of your document – what will your document cover, and what is outside the scope of this document? (For example, relationship to main project, WIL project vs University project)

## Background

This section is written at a high level, as you will address the details in other sections – this is setting context for the introduction. DO NOT COPY THIS MATERIAL FROM EXISTING DOCUMENTS (your project documents or the outline on the course site)

What is the background of the project? Why is it being done?

What problem are you addressing?

What is the value/benefit for the client and user?

# Business Goals

Business goal: A state or condition that an organization is seeking to establish and maintain, usually expressed qualitatively rather than quantitatively

Example: “increase number of high revenue customers in the 30-45 age bracket by 30% within 6 months" (BABOK).

Define the business goals for this project: What does the finished product seek to achieve?

## Agile Approach

Which approach (or ‘flavour’) of Agile will you use in the project? Justify your choice.

What work products will you produce as a result of using this approach?

What work products will you specify (use) in this folio of work?

# Stakeholders

## Stakeholder Definition

Define your stakeholders: who are they, what is their interest in, impact on, and influence over the product. Group them based on their relationship to the business needs, and solution.

## Stakeholder Communication

Define your stakeholder communication approach.

# Product Vision

Establish your product needs using two Agile tools: this could be a vision statement, minimal viable product outline, Kano analysis, product roadmap, or other product definition tool

# Requirements

Provide a detailed, defined, prioritised list of Agile requirements supported by two Agile tools. This could be a backlog, story decomposition, story mapping, or other product or requirements tool.

# Delivery and Review

Describe your process for maintaining and developing your requirements as the project progresses to delivery of product increments. What tools will you use? Relate these specifically to your previous sections.

# Project Management

Describe your approach to project management for this project

## APM Framework

Describe your application of the APM Framework. Outline your project management process against each element of the framework, detailing:

* *What you will do*
* *How and when you will do it*
* *Completed artefacts (for the initial Envision phase, referring to the material in sections 1-5 of your Folio as needed)*
* *Prepared templates (for the management of the project)*