

1. Stakeholder Analysis (Slides-Stakeholders) Slides-Stakeholders

- **Who Is a Stakeholder?**
 - Anyone who **can affect** or be **affected by** your project.
 - Managing expectations is as critical as managing any other requirement.
- **Key Steps in Stakeholder Analysis**
 1. **Identify** all stakeholders (internal, external, sponsors, end-users, regulators).
 2. **Describe** each one's **interests, expectations, and impact**.
 3. **Establish** an explicit **"stakeholder contract"**:
 - **What** they expect (rights) ↔ **What** you expect from them (obligations)
 - **Resources**: information, assets, decision rights
 - **Timing**: milestones, deliverables
 4. **Ongoing Dialogue**: Stakeholders' views evolve—keep the contract alive and updated.
- **Risk Management with Stakeholders**
 - **Identify risks** stemming from unmet expectations or broken obligations.
 - **Prevent** failures by clarifying roles/resources up front.
 - **Mitigate** issues via contingency plans and open communication.
- **A Two-Way Contract**
 - Your project team is also a stakeholder—with its own expectations and obligations.
 - Explicit agreements remove assumptions and align everyone.

2. Requirements (Slides-Requirements) Slides-Requirements

- **Role of Requirements**

“Where it all starts and ends...”

- **What Makes a “Good” Requirement?**

- **Unambiguous & Clear:** No multiple interpretations.
- **Concise & Atomic:** Focused on **what**, not **how**.
- **Correct & Complete:** All necessary details included.
- **Feasible & Testable:** Realistic and verifiable.
- **Consistent & Non-redundant:** No conflicts or overlaps.
- **Traceable & Prioritized:** Unique IDs, linked through design/testing, with clear importance.
- **Modifiable:** Easy to update without breaking consistency.

- **Handling Requirements**

1. **Clear Communication:** Precise documentation for all stakeholders.
2. **Continuous Collaboration:** Ongoing stakeholder engagement and validation.
3. **Prioritization & Management:** Align with business value and technical feasibility.
4. **Traceability:** Link requirements ↔ design ↔ implementation ↔ tests.
5. **Change Management:** Structured process to handle updates, minimizing disruption.

- **Use Cases**

- Project kickoff & closure
- Planning, scheduling, budgeting
- Stakeholder alignment & scope definition

- **Forms & Derivation**

- **Functional vs. Non-functional**
- **Derived requirements** (e.g., performance constraints arising from higher-level needs)
- **Alternatives** to user stories (e.g., use cases, feature lists)

3. The One Rule (Slides-TheOneRule – All Revealed) Slides-TheOneRule - All...

- The “One Rule”

“One rule to rule all rules... in the darkness bind them.”

In essence: **overview, overview, overview.**

- Three Pillars of Overview

1. **Create** an actionable overview **right from the start.**
2. **Update** that overview **daily.**
3. **Use** it to **guide every decision.**

- Why it matters

- Without a clear, living overview, no method or tool—Kanban, Gantt, Agile ceremonies, etc.—will keep your project on track.
- All other PM practices exist to **establish and maintain** that overview, but they won’t do it automatically.

- Scope of Overview

- **Past:** Historical metrics, completed deliverables, retrospectives.
- **Now:** Daily status updates, current risks/issues, burn-down charts.
- **Future:** Forecasts, milestone projections, “what-if” scenarios.