**1. Brainstorming**

It is used in requirements induction to collect decent number of ideas from a number of people. Typically brainstorming is implemented in finding out all the possible solutions to problems and makes the detail of opportunities simpler. It casts a broad net, finding out many discreet possibilities. Prioritization of these possibilities is important to find needles in haystack.

**2. Document Analysis**

Document Analysis is a vital information-gathering technique. Understanding the documentation of a present system can aid when creating AS-IS process documents and also when driving the gap analysis for scoping of the migration projects. In today’s world, we will also be finding out the requirements that initiated the creation of an existing system - a starting point for documenting all of the present requirements. Pieces of data are mainly buried in current documents that help us in setting questions as a part of validating the requirement completeness.

**3. Focus Group**

A focus group is in reality the gathering of people who are customers or users representatives for a product to gather their feedback. The feedback can be gathered about opportunities, needs, and problems to find out the requirements or it can be collected to clean and validate the already elicited requirements. This type of market research is contrary from brainstorming in which it is a managed process with certain participants.

**4. Interface Analysis**

Interface for any software product will either be human or machine. Integration with external devices and systems is another interface. The user centric design approaches are rather advantageous to make sure that we create usable software. Interface analysis - analyzing the touch points with another external system - is crucial to ensure that we do not overlook the requirements that are not readily visible to the users.

**5. Interview**

Interviews of users and stakeholders are vital in making a wonderful software. With no knowledge of the expectations and motivations of the stakeholders and users, we are highly unlikely to satisfy them. We also need to understand the perspective of every interviewee, in order to accurately address and weigh their inputs. Like a good reporter, listening is a quality that assists an excellent analyst to get better value through an interview as compared to an average analyst.

**6. Observation**

The observation covers the analysis of users in their natural habitat. By watching users, a process flow, pain points, awkward steps and opportunities can be determined by an analyst for betterment. Observation can either be active or passive. Passive observation provides better feedback to refine requirements; on the same hand active observation works best for obtaining an understanding over an existing business process. We use these approaches to uncover the implicit requirements that are often overlooked.

**7. Prototyping**

Prototyping can be very beneficial at collecting feedback. Low fidelity prototypes make a good listening tool. Often times, people are not able to articulate a specific need in the abstract. They can swiftly review whether a design approach would satisfy the need. Prototypes are very efficiently done with fast sketches of storyboards and interfaces. Prototypes in some cases are also used as official requirements.

**8. Requirements Workshop**

Also known as JAD or joint application design, these workshops are beneficial for collecting requirements. The requirements workshops are much more organized and structured than a brainstorming session where the involved parties get together to document requirements. Creation of domain model artifacts like activity programs or static diagrams is one of the many ways to capture the collaboration.

**9. Reverse Engineering**

Reverse Engineering current management system models available to generate our own customized model.

**10. Survey**

When collecting data from many people, it is often time and cost ineffective - too many people, too little time, too much expense taking interview. Thus a questionnaire survey can be used. The survey insists the users to choose from the given options (agree / disagree or rate something).

### **11: Request for proposals (RFPs)**

We request for requirements through an RFP. This is a list of requirements that is there for us to compare against our own capabilities to determine how close a match we are to the client's needs.

### **12: Use cases**

Use cases are simply stories that describe how individual processes function. The stories include people (actors) and describe how the solution works from a user perspective. Use cases may be easier for the users to articulate, although the use cases may need to be distilled later into the more specific detailed requirement