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Business Analysis for Practitioners - Traceability and Monitoring (Domain 4)

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COURSE STRUCTURE

Introduction to Business Analysis **Module 1**	**Needs Assessment** **Module 2**	**Business Analysis Planning** **Module 3**
Requirements Elicitation and Analysis **Module 4**	**Traceability and Monitoring** **Module 5**	**Solution Evaluation** **Module 6**

COURSE OBJECTIVE

At the end of this course, you will understand what business analysis is all about, why it is essential to the success of any project and how to perform it on your projects...

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Business Analysis for Practitioners

MODULE 5

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MODULE OBJECTIVE

What is Traceability?

How do we use it to monitor Requirements through their life cycle in Business Analysis?

TRACEABILITY AND MONITORING

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- Traceability
- Relationships and Dependencies
- Approving Requirements
- Baselining approved Requirements
- Monitoring requirements using a traceability matrix
- The Requirements life cycle
- Managing changes to Requirements

TRACEABILITY AND MONITORING

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Traceability

- What is Traceability?
- Benefits of Tracing Requirements
- The Traceability Matrix (Requirements Attributes and Traceability Matrix Hierarchy)

Relationships and Dependencies

- Subsets
- Implementation Dependency
- Benefit or Value Dependency

TRACEABILITY AND MONITORING

Traceability is the ability to track product requirements from their origin to the deliverables that satisfy them.

The more complex the project, the more traceability work it requires.

Tracing requirements helps meet customer expectations, manage scope and ensure requirements adds business value.

TRACEABILITY AND MONITORING

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Approving Requirements

- Work Authorization System
- Approval Levels

Baselining approved Requirements

- What is Requirements Baseline?
- Relationship of Requirements Baseline, Product Scope and Project Scope

Maintaining the Product backlog

Monitoring requirements using a traceability matrix

- Benefits of Using Traceability to Monitor Requirements

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Baselining Approved Requirements

Requirements Baseline is the boundary that contains all of the approved requirements for the project, project phase, iteration or any other part of the project

All approved work are inside the baseline; anything outside the boundary needs approval and should be routed via the change control procedures defined for the project

TRACEABILITY AND MONITORING

Traceability matrix is a grid that allows for the linkage of product requirements from the source to the deliverables that satisfy them throughout the project life cycle

This matrix supports dependency and impact analysis.
Dependency analyses helps discover dependent relationships e.g. Subsets, Implementation Dependency and Benefits/Value dependency

Traceability matrix with Attributes

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	A	B	C	D	E	F	G	H	I
1	REQUIREMENTS TRACEABILITY MATRIX								
2	Project Name:		<optional>						
3	Cost Center:		<required>						
4	Project Description:		<required>						
5	*ID*	*Associate ID*	*Requirements Description*	*Business Needs, Opportunities, Goals, Objectives*	*Project Objectives*	*WBS Deliverables*	*Product Design*	*Product Development*	*Test Cases*
6	001	1.0							
7		1.1							
8		1.2							
9		1.2.1							
10	002	2.0							
11		2.1							
12		2.1.1							
13	003	3.0							
14		3.1							
15		3.2							
16	004	4.0							
17	005	5.0							
18									

TRACEABILITY AND MONITORING

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The Requirements life cycle

Managing changes to Requirements

- Change Management as it Relates to Business Analysis

- Change Control Tools and Techniques (Configuration Management System - CMS and Version Control System – VCS)

- Impact Analysis (Impact on the Requirements Baseline, Impact on whether a Proposed Change Conflicts with Other Requirements, Impact on Business Analysis, Impact on Project Management and Recommending a Course of Action)

- Controlling Changes Related to Defects

TRACEABILITY AND MONITORING

The **requirements life cycle** represents the various phases that a requirement moves through as it is maintained/monitored across the project

Requirements Life Cycle

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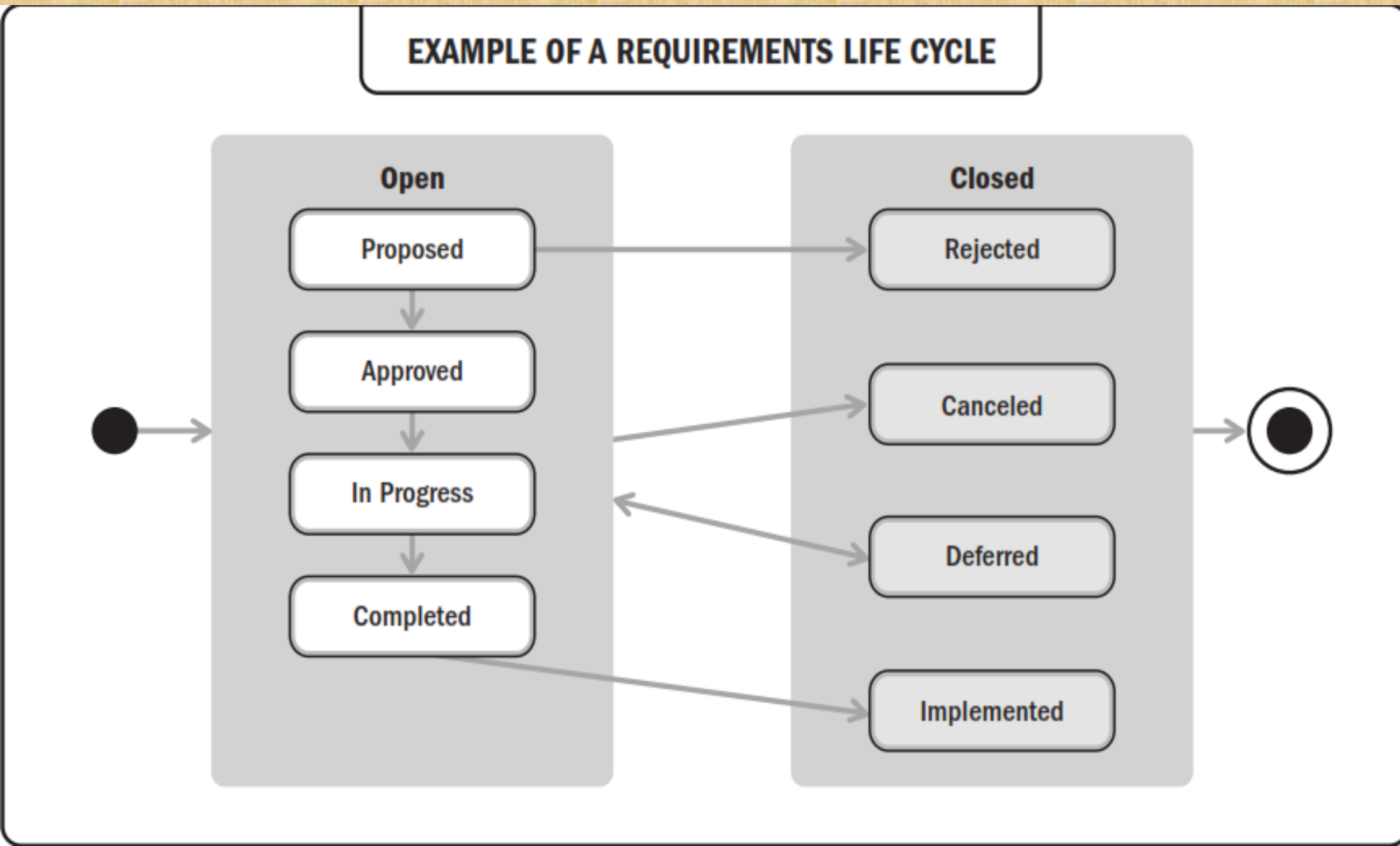
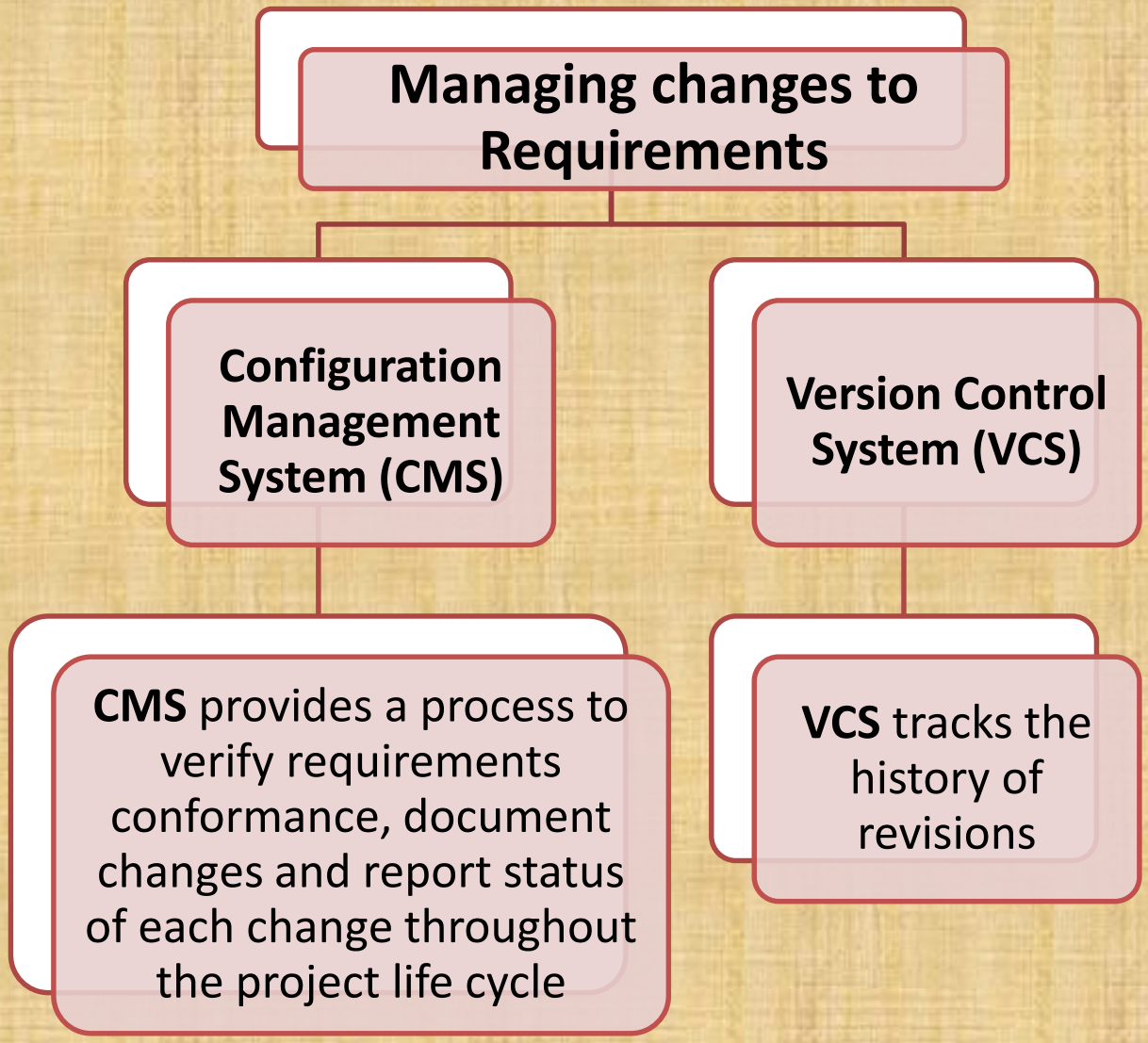
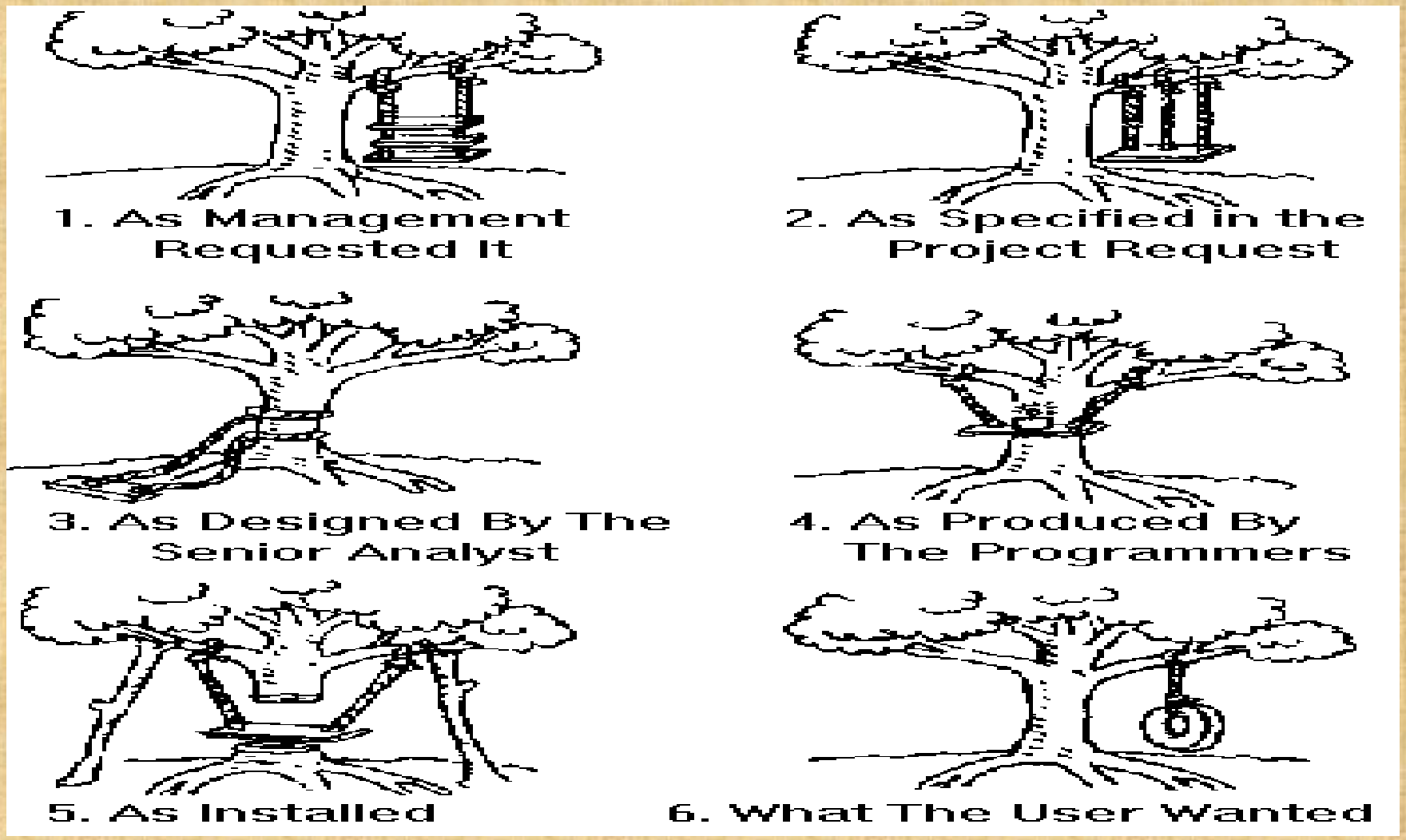


TRACEABILITY AND MONITORING



TRACEABILITY AND MONITORING



TRACEABILITY AND MONITORING

Exercise

Still on the image in the previous slide, if the traceability matrix approach had been adopted, the discrepancy would have been identified long before we got to the end of the project, right?