

PIM Training
Getting Started with Problem/Opportunity
Requirements Gathering – Handouts

The 5 key steps in requirements gathering:

- Establish project goals and objectives early
- Document every activity to be performed in requirements gathering
- Perform quick brainstorm to identify the right stakeholders (sponsors, customers and users)
- Focus on business requirements and not tools
- Remember that you didn't get everything

Parts of Requirements Document:

- Executive Summary
- Project Objectives in SMART format
- Need Statement
- Project Scope
- Financial Statements
- Functional Statements
- Schedule/Timelines/Deadlines
- Cost & Benefit

10 Best practical ways to gather requirements

- Interviews
- Focus Groups
- Idea/Mind maps
- Affinity Diagrams
- Brainstorming

- Benchmarking
- Document/Wiki analysis
- Questionnaire
- Observation
- Prototype

Addressing Gaps in requirements

- **Define Success Metric:** Ask stakeholders to define the success metric clearly
- **Mind Change:** Stakeholders mindset is prone to change
- **Problem and Objective:** Always focus on the problem and objective of the project
- **Stakeholder Priority:** Take time to address conflicting stakeholder priority
- **Divert Stakeholder focus:** Divert stakeholder focus on one particular focused solution to the problem

5 Steps in creating Requirements Document

- Develop requirements
- Write and document requirements
- Check Completeness
- Analyze, Refine, and Decompose requirements
- Validate and Manage requirements