**Step-by-Step Approach to Capturing Requirements**

1. **Preparation and Research**
   * **Review Existing Business Documents:**
     + **Objective:** Understand the current business processes, objectives, and pain points.
     + **Actions:**
       - Gather and review existing business documentation (e.g., process flows, past project reports, policy documents).
       - Analyze previous requirements documents to identify what worked well and what didn’t.
   * **Sandbox Environment Exploration:**
     + **Objective:** Familiarize yourself with the current system in a controlled setting.
     + **Actions:**
       - Access and test the existing system in a sandbox environment.
       - Identify key functionalities, limitations, and integration points.
2. **Stakeholder Engagement and Discovery**
   * **Identify Key Stakeholders:**
     + **Objective:** Determine who will provide insights and who will be affected by the changes.
     + **Actions:**
       - Create a stakeholder map.
       - Schedule one-on-one interviews or small group sessions.
   * **JAD Sessions (Joint Application Development):**
     + **Objective:** Collaboratively gather requirements with stakeholders in a structured workshop format.
     + **Actions:**
       - Organize facilitated sessions with cross-functional teams.
       - Use techniques like brainstorming, process mapping, and use-case development to extract detailed insights.
   * **Interviews and Surveys:**
     + **Objective:** Collect detailed, individual perspectives that might not emerge in group settings.
     + **Actions:**
       - Prepare targeted questions based on initial research.
       - Conduct interviews and distribute surveys as necessary.
3. **Documenting the ‘As-Is’ Process**
   * **Process Mapping:**
     + **Objective:** Visualize the current state of the business processes to identify gaps and areas for improvement.
     + **Actions:**
       - Develop process flow diagrams using tools like Visio.
       - Validate these diagrams with stakeholders to ensure accuracy.
   * **System Walkthroughs:**
     + **Objective:** Gain hands-on understanding of current system functionalities and user interactions.
     + **Actions:**
       - Organize walkthrough sessions with users in the sandbox environment.
       - Document observations and identify any discrepancies between the documented processes and actual system behavior.
4. **Requirements Consolidation and Analysis**
   * **Collate and Categorize Requirements:**
     + **Objective:** Organize the captured requirements into clear, manageable categories (e.g., functional, non-functional, business rules).
     + **Actions:**
       - Use requirement management tools or spreadsheets.
       - Prioritize requirements based on business impact (Critical, High, Medium, Low).
   * **Gap Analysis:**
     + **Objective:** Identify differences between the current state (as-is) and the desired future state (to-be).
     + **Actions:**
       - Compare collected requirements with existing capabilities.
       - Highlight areas needing enhancements or new solutions.
5. **Validation and Review**
   * **Stakeholder Review Sessions:**
     + **Objective:** Ensure that all captured requirements accurately reflect business needs and are agreed upon by stakeholders.
     + **Actions:**
       - Present the documented requirements in review meetings.
       - Use feedback loops (like additional JAD sessions) to refine and validate.
   * **Sign-Off:**
     + **Objective:** Formalize the agreement on the requirements before moving forward.
     + **Actions:**
       - Obtain formal sign-off from key stakeholders.
       - Document any final adjustments or clarifications.