

Requirements Approval

Requirements Approval

- Business Team Approval
- Technical Team Approval
- Project Sponsor / Committee Approval

Gaining Business Approval

Business Approval: Schedule

- Schedule multiple review sessions
- Separate business units
- Never exceed four hours per session
- Involve Subject Matter Experts (SME)
- Keep it relevant to the audience
- Create meeting agenda

Business Approval: Conduct

1. Explain the purpose of the meeting and the agenda
2. Review project and objective
3. Go over each requirement
4. Address questions and concerns immediately
5. Change and update requirements
6. Table all new requirements unless deemed critical

**If critical requirements are determined, reschedule the approval meeting*

Technical Approval

Technical Approval: Schedule

- Session 1 - Schedule initial high level review
- Session 2 - Schedule in-depth follow up review
- Include technical Subject Matter Experts (SMEs)
- Include Technical Lead / Architect
- Create agendas for both meetings

Technical Approval: Conduct (Session 1)

1. Explain the purpose of the meeting and the agenda
2. Review project and objective
3. Touch on each section of requirements
4. Identify any major technical concerns
5. Answer questions

Technical Approval: Conduct (Session 2)

1. Explain the purpose of the meeting and the agenda
2. Review project and objective
3. Go through each requirement to validate technical feasibility
4. Identify any troublesome requirements
5. Verify enough detail for design phase
6. Make or Buy decision
 - Make - Create high level design architecture
 - Buy - Determine options (Competitive Comparison Matrix)
7. Update project estimated cost

Sponsor/Committee Approval

Sponsor/Committee Approval: Schedule

- Create presentation to talk high level about project
 - Update project schedule, cost, and risks
 - Summarize the business requirements
 - Define recommended solution
 - Anticipated transition to the solution (training, policies, job aids, etc.)
 - Majority of the presentation should be visuals and charts
- Schedule approval meeting with sponsor / committee
- Invite business and technical project leads
- Create meeting agenda

Sponsor Approval: Conduct

1. Explain the purpose of the meeting and the agenda
2. Review project and objective (sell it)
3. Give your presentation (stay at a high level)
4. Address questions and concerns immediately
5. Gain official sign-off on the project