

4 Guidelines and Tools

The Guidelines and Tools section lists resources that are required to transform the input into an output. A guideline provides instructions or descriptions on why or how to undertake a task. A tool is something used to undertake a task. Guidelines and tools can include outputs of other tasks.

4.1 Architecture Management Software

Modeling software can help to manage the volume, complexity, and versions of the relationships within the requirements architecture.

4.2 Business Constraint

regulatory statutes, contractual obligations and business policies that may define priorities.

4.3 Business Policy

define the limits within which decisions must be made. They may be described by regulations, contracts, agreements, deals, warranties, certifications, or other legal obligations. These policies can influence the business analysis approach.

4.4 Domain Knowledge

knowledge of and expertise in the business domain needed to support traceability. knowledge and expertise of the business domain needed to support prioritization. knowledge of and expertise in the business domain is needed to assess proposed requirements changes.

4.5 Expert Judgement

used to determine the optimal business analysis approach. Expertise may be provided from a wide range of sources including stakeholders on the initiative, organizational Centres of Excellence, consultants, or associations and industry groups. Prior experiences of the business analyst and other stakeholders should be considered when selecting or modifying an approach.

4.6 Identified Risk

can be used as a starting point for more thorough risk assessment. These can come from Risk Analysis Results, from elicitation activities, from previous business analysis experience, or based on expert opinion.

4.7 ■ Information Management Tools

each organization uses some tools to store, retrieve, and share business analysis information. These may be as simple as a whiteboard, or as complex as a global wiki or robust requirements management tool.

4.8 ■ Legal/Regulatory Information

describes legislative rules or regulations that must be followed. These may need to be considered when defining traceability rules. describes legislative rules or regulations that must be followed. These may impact requirements and must be considered when making changes. describes legislative rules or regulations that must be followed. They may impact the requirements and designs approval process. describes legislative rules or regulations that must be followed, and can be used to help develop a framework that ensures sound business decision making.

4.9 ■ Methodologies and Frameworks

shape the approach that will be used by providing methods, techniques, procedures, working concepts, and rules. They may need to be tailored to better meet the needs of the specific business challenge.

4.10 ■ Metrics and Key Performance Indicators

the key performance indicators and metrics which will be used to determine whether the desired future state has been achieved.

4.11 ■ Modeling Notation And Standards

allow requirements and designs to be precisely specified, as is appropriate for the audience and the purpose of the

models. Standard templates and syntax help to ensure that the right information is provided about the requirements.

4.12 ■ Modeling Tools

software products that facilitate drawing and storing matrices and diagrams to represent requirements. This functionality may or may not be part of requirements life cycle management tools.

4.13 ■ Organizational Performance Standards

may include performance metrics or expectations for business analysis work mandated by the organization.

4.14 ■ Organizational Strategy

describes the path, method, or approach an enterprise or organization will take to achieve its desired future state. This can be implicitly or explicitly stated. an organization will have a set of goals and objectives which guides operations, establishes direction, and provides a vision for the future state. This can be implicitly or explicitly stated.

4.15 ■ Recommended Action

communicating what should be done to improve the value of a solution can help to galvanize support and focus stakeholders on a common goal.

4.16 ■ Requirements Lifecycle Management Tools

some tools have functionality to check for issues related to many of the characteristics, such as atomic, unambiguous, and prioritized. software products that facilitate recording, organizing, storing, and sharing requirements and designs.

4.17 ■ Requirements Management Tools/Repository

used to store and manage business analysis information. The tool may be as simple as a text document or as complex as a dedicated requirements management tool. including a requirements attribute for

prioritization can help the business analyst to sort and access requirements by priority. tool to record requirements approvals.

4.18 ■ Solution

existing products or services, often third party, that are considered as a component of a design option.

4.19 ■ Solution Performance Goal

measure the current performance of an enterprise or solution, and serve as a baseline for setting future state goals and measuring improvement.

4.20 ■ Stakeholder Analysis Results

stakeholders from across the organization will contribute to an understanding and analysis of the current state.

4.21 ■ Supporting Information

includes any materials to prepare both the business analyst and participants before elicitation, as well as any information, tools, or equipment to be used during the elicitation.