

**Foundation
of
Business Analysis**

**Module #6
Analyzing and Documenting
Requirements**

Objectives

- By the end of this module, we will be able to -
 - Explain the purposes and uses of BRD
 - Discuss the importance of validating the BRD
 - Explain the importance of requirements traceability
 - Identify common task in analyzing and documenting requirements

Analyzing Requirements

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Requirements analysis helps to -

- Categories requirements
- Organize requirements into related groups
- Explore relationships among requirements
- Examine requirements for consistency, omissions, and ambiguity
- Prioritize requirements based on customer needs
- During analysis, the BA translates user requirements and business requirements into solution requirements
 - The solution requirements become the basis of the final solution

Note:-

- A solution requirement is not always related to IT-based requirement.
- For example - a solution requirement maybe referred to the functionality of a process.
 - Like a doctor should be able to retrieve the information of his patients.

Analyzing Requirements

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User/Business Requirement	Solution Requirement	Corresponding Business Rules
The user must submit receipts electronically	The solution must allow a user to submit on expense report and associated receipts electronically	1. All employees may submit expense reports with receipts. 2. All contracted consultants may submit expense reports with receipts.

Characteristics of Effective Requirements

- Clear
- Complete
- Concise
- Assignable
- Accurate
- Essential
- Feasible
- Prioritized
- Traceable
- Validatable (testable)

Business Requirement Document (BRD)

Business Requirement Document (BRD)

- Is the foundation of solution development
- Is an elaboration of regulatory, business, user, and solution requirements
- Is created by the BA and handed off to the team that develops specifications
- Provides insights into the current and future states of the organization
- Includes detailed profiles of user communities
- Is approved by the business sponsor

Components of BRD

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The BRD should contain the following sections :

- Cover page
- Executive summary
- Stakeholders Category
- Business goals and objectives
- Scope
- Features
- Detailed Requirements
 - Functional
 - Non-Functional
 - Transition

Components of BRD

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The BRD should contain the following sections :

- Constraints
- Assumptions
- Limitations
- Risks
- Glossary
- Revision Log

How Is the BRD Used?

The BRD is used in solution design and development

- It contains a fully analyzed set of requirements enabling solution design and implementation
- It is presented to key stakeholders for their review and sign-off, ensuring that the requirements correctly and fully describe what the business requires from the solution.

The BRD vs. The Technical Specification Document

- The requirements described in the BRD reflect what the business needs; they do not specify the technology that should be used to design and develop a solution.
- Systems analysts take these technology-independent requirements and translate them into technology-based specifications, which are described in the technical specifications document

Validating the BRD

The BA must validate the BRD to –

- Ensure requirements meet and are traceable to the business need
- Identify and prevent defects in design and development before they are implemented into the solution
- Identify and prevent missed or incorrect requirements from becoming part of the solution
- If a defect is not discovered in the BRD, either Solution
 - will be delivered with bug, or
 - will be delivered with missed budget and schedule

BRD Validation Techniques

Technique	Process
Desk Checking	Used to provide feedback about defects and queries to the author. Stakeholders individually review the BRD using a checklist
Walk-through	Involves a group review of requirements with a specific group of users. A facilitator takes the group step-by-step through the requirements documentation asking for input, elaboration, and so on.
Peer Reviews	Used to find as many defects as possible. They are similar to, but more structured than, walk-throughs. Each member assumes two roles: a reviewer and a group dynamic role of author, facilitator, reader, recorder, or timer.
Inspections	Performed as the final validation technique. Conducted like a peer review. Participants decide to approve or reject BRD

Risks in Analyzing and Documenting BRD

Some common risks are-

- Threats-
 - Lack of standardized documentation format
 - Lack of change control process
 - Poor technical writing skills
 - Resistance to change
 - Failure to obtain approval
- Opportunities-
 - Shift in project resources
 - Access to a project repo of past projects

Module Summary

- During analysis, the BA translates user requirements and business requirements into solution requirements.
- The BRD is the synthesis of all information that has been elicited and documented to date.
- Building quality measures into the solution from the start is much less expensive and burdensome than fixing deficiencies that are discovered after solution has been implemented
- An important part of the BA's role is quality assurance. One aspect of this role is validation of the BRD.
- The BA's ultimate goal is to reach consensus and agreement among stakeholders on the complete set of requirements.

Thank You