**CS4473B/CS9551B**

**Requirements Engineering**

**GROUP TEMPLATE**

**Reading Summary and Questions and Answers**

**Rules – please note these carefully:**

● Submission filename MUST be: **“Group”<id>\_”Chapter” (or reading) <id> (e.g., Group 3\_Chapter 2)**

● This template is similar in style to the Individual template.

o However, there is a new section (Part 3) on capturing concepts, entities, relationships, etc., which would be handy for creating a domain model.

● Group deliberates over the Individual Templates from the group members and creates a Group Template that is the shared view of the group members. Source material can be from one or more Individual Templates, adapted, or entirely newly created by the group.

● Pay particular attention to the “Comment” section as this records the group’s thinking.

● **Submission to be done on OWL as announced.**

● Group Template will be assessed.

**Part 1: Summary**

| **Group No: 2** |
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| **List here the Group Members actually present in the class (absentees will be penalised):**  **Group Member** Name: Sihui He  **Group Member** Name: Chun Yang  **Group Member** Name: Yulun Feng  **Group Member** Name: Yuhan Zhang  **Group Member** Name: Yifei Zhang |
| Please write the **full reference** of the reading in the WHITE box below.  o Chapter #, Chapter title (or article title if appropriate).  o Book title  o Author(s)  o Publisher  o Book edition, Year of publication  (Example shown below; overwrite on that space.) |
| Chapter 7 – Requirements elicitation  Software Requirements  Wiegers and Beatty  Microsoft  3rd Ed., 2013 |
| Please write in the WHITE box below an abstract of the reading in **50-75 words**. |
| ***Abstract*: This chapter introduces various effective elicitation techniques, describing when and how to use them, as well as potential challenges. During the elicitation process, it is common to miss specific requirements; thus, this chapter provides useful suggestions on how to avoid such situations and identify any missing requirements. As the overall elicitation process involves different stages, this chapter also offers insights into these stages: preparation, execution, and follow-up.** |

**Part 2: Questions, Answers and Comments**

| Please create **ONE** important **Question-Answer-Comment set**  as agreed by the **group** from the given reading.  · Source can be from Individual Templates or completely new.  · The key is in discussing the individual templates and agreeing upon a shared view by the group. Prioritise what your group considers as a key issue to put forward. |
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| For staff use only:  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| **QUESTION: How does a business analyst effectively prepare for elicitation activities and engage stakeholders during these sessions?**    **ANSWER (as-is): <***Select one***: Hardcopy/ebook><Location in the book>**  <ebook><ch7, #132, Performing elicitation activities Figure 7-5>  <ebook><ch7, #131, Preparing for elicitation - Plan session scope and agenda>   * “Decide on the scope of the elicitation session, taking into account how much time is available” * “Align the scope of the session with the overall project scope defined in the business requirements so you can keep the conversation on topic.”   <ebook><ch7, #131,Preparing for elicitation - Prepare questions>   * ”Go into every facilitated elicitation session with a set of prepared questions. Use areas of uncertainty in straw man models (described in the next section) as a source of questions.”   <ebook><ch7, #131,Preparing for elicitation - Prepare resources>   * “Schedule the physical resources needed, such as rooms, projectors,   teleconference numbers, and videoconferencing equipment. Also, schedule the participants, being sensitive to time zone differences if you are not all in the same location.”  <ebook><ch7, #129, Planning elicitation on your project - Elicitation strategy and planned techniques>   * “Decide which technique to use with different stakeholder groups. You might use some combination of questionnaires, workshops, customer visits, individual interviews, and other techniques, depending on the access you have to stake holders, time constraints, and your knowledge of the existing system.”   <ebook><ch7, #131,Preparing for elicitation - Learn about the stakeholders>   * “Learn about the stakeholders’ cultural and regional preferences for meetings.”   <ebook><ch7, #132,Preparing for elicitation - Prepare straw man models>   * “Create straw man, or draft, models ahead of your elicitation sessions. A straw man serves as a starting point that helps you learn about the topic and inspires your users to think of ideas.”   <ebook><ch7, #133, Educate stakeholders>   * “Teach your stakeholders about your elicitation approach and why you chose it. Explain the exploration techniques you’ll be using, such as use cases or process flows, and how they can help stakeholders provide better requirements. Also describe how you will capture their information and send them materials for review after the session.”   <ebook><ch7, #133,Exploit the physical space>   * “Most rooms have four walls, so use them during facilitation to draw diagrams or create lists.” * “If it’s culturally appropriate, use toys to stimulate participants’ minds or give them something to do with their hands. Simple toys can help inspire ideas.“   <ebook><ch7, #122, Workshops>   * “Workshops encourage stakeholder collaboration in defining requirements. Ellen Gottesdiener (2002) defines a requirements workshop as “a structured meeting in which a carefully selected group of stakeholders and content experts work together to define, create, refine, and reach closure on deliverables (such as models and documents) that represent user requirements.” Workshops are facilitated sessions with multiple stakeholders and formal roles, such as a facilitator and a scribe. Workshops often include several types of stakeholders, from users to developers to testers. They are used to elicit requirements from multiple stakeholders concurrently.”   **YOUR COMMENT (also include where possible: an \*example\*, citation, justification, etc. -- to support your comment):**  The most crucial part for elicitation is preparation activities. It is hard to make find a mutual available time spot for all stakeholders to sit down and express their opinion, so it is necessary prepare questions and materials beforehand so that time would be efficiently used. When I work in my internship company, we have a KPI to ask dev to join the elicitation session. We will record the session, and product manager prepared tons of questions regarding some specific topics. The meeting is usually around an hour, so it would be really awkward and waste of time, if there are not enough questions prepared for the elicitation.  During my internship, our team needed to have an elicitation meeting with stakeholders every half month. As engineers, we usually focused more on engineering issues, such as quality attributes and specific use cases. At the same time, we would summarize the risks identified from the past two sprints to discuss during the meetings. The meetings with stakeholders were frequent and varied in focus. For instance, business-oriented meetings were typically attended only by our manager, and each meeting had a different scope and agenda. Since my internship company is an e-learning platform, the stakeholders mostly come from various schools. Stakeholders from public and private schools often have different backgrounds. For example, private schools have fewer students, leading to more requirements related to student interaction, thereby also influencing the demands for our platform's features. Public schools, on the other hand, have a larger student population, so stakeholders are more concerned with optimizing the instructional processes for instructors. Understanding the backgrounds of stakeholders is often more beneficial for us to raise questions and, based on these questions, summarize what needs to be changed after the meetings. |
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**Part 3: Elements of the Architectural Domain Model**

| Please list below, in bullet point form, ideas that capture noteworthy information regarding artefacts, operations, conditions, relationships (e.g., produced-by, used-in, acts-on, etc.) from the assigned reading (and possible other sources – identify these). This could then be a source of information for creating your domain model. |
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| * Requirement Elicitation   + Elicitation techniques     - interviews     - Workshops     - Focus group     - Observations     - Questionnaires     - System interface analysis     - User interface analysis     - Document analysis   + Elicitation session     - Planning     - Preparation     - Elicitation     - Follow-up   + Requirement output types     - Business Requirements     - User Requirements     - Business Rules     - Functional Requirements     - Quality Attributes     - External Interface Requirements     - Constraints     - Data Requirements     - Solution Ideas |
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