

IDENTIFYING, CONFIRMING & DOCUMENTING USER REQUIREMENTS (2 Days)

Description

This customized requirements course includes Advanced Project Management workshop content at the start to: set the stage, provide the perspective of where requirements tasks fit within the project life cycle, as well as provide additional content relevant to requirements on project management. It focuses primarily on identifying and confirming user requirements. Requirements—high level to detail, drive systems efforts. Their complete identification, level of definition and confirmation is critical to the success of any systems effort. This course provides immediately useable tools and techniques in the latest methods of identifying, defining and documenting user requirements for a quality product. Systems: planning, analysis, and requirements: analysis--identification through thorough analysis, interviewing, definition, complete specification and requirements reviews will be covered in detail. This is for both analyzing the existing system as well as the new/enhanced system. Necessary test cases for test plans will also be identified and discussed. It provides participants with the “how to apply” details of these tools, techniques and methods for leading or participating in the front-end phases of a development or enhancement effort.

Objectives

This course provides analysts & stakeholders the knowledge and ability to:

- Successfully view a new or existing system and determine, confirm and document the requirements that are critical to the organization’s mission high level to detailed defining: scope, objectives, functions and processes to detailed requirements using tools, techniques, and methods which are meaningful to both technical and non-technical staff within the project management life cycle context.
- Understand how to interview functional area subject matter experts (SME’s) asking appropriate high level to detailed questions.
- Analyze and define systems’ requirements and constraints developing specifications as well as logical and physical models of the existing and/or new software-based system and/or sub-system(s). These can be used to view the new or enhanced system’s requirements and constraints.
- Effectively make the transition from requirements analysis and definition through test case(s) preparation for test plans to validate software requirements.

Audience

This course is designed for business analysts, requirements analysts, systems analysts, computer specialists, programmer/analysts, project leaders, quality assurance, testing, and user/client liaison personnel. Information Technology (IT) managers, and any stakeholder who is, or will be, involved with the requirements analysis process for the development and/or enhancement of accurate, high quality information systems will benefit from this workshop.

1. Introduction

The Importance of Requirements Definition
The Requirements Process: Planning, Analysis & Requirements Definition
Requirements: The Different Types, Categories & Core Components
Process Modeling vs. Traditional Methods in Defining Requirements
The Tools, Techniques & Methods for Identifying & Confirming Requirements
Today: Where & How They Work
The Project & System Life Cycle: Where & How Requirements Fit

2. Systems Initiation And Planning

The Systems Life Cycle: Project Plans for Information Gathering, Requirements and Quality Assurance
Identifying & Defining: Goals and Objectives (High Level Requirements)
Identifying & Defining Systems Scope: Context Diagrams—Who & What is Included, Excluded & Interfaces
Gathering and Analyzing Problems, Opportunities and Issues
Systems Success through User/Client Involvement
Team Development & Applied Walk-throughs
Exercises

3. Analysis: Tools and Techniques

Organizational Analysis: Formal vs. Informal
Hierarchy: Structures and Tools To Reduce System Complexity
Analyzing and Defining Functions: Included & Excluded—Requirements Level 2
Analysis of Processes & Sub-processes Within Functions—Requirements Level 3
Additional Problem Analysis Techniques for Requirements Identification & Definition: Truth Tables--Decision Tables & Trees, & Use Cases
Exercises

4. Requirements Analysis and Definition

Different Types, Levels and Perspectives of Requirements: Functional and Non-Functional Requirements
Identifying and Defining Requirements and Constraints: Inputs, Processes and Outputs
Grid Charts for Requirements and Constraints-Applied
Decision/Calculation Process Diagrams
Commonality Analysis of Processes
Defining User/Client Interfaces & Usability Requirements
Defining Outputs: The Quick Ten Questions
Defining Data Requirements
Audit and Quality Assurance Requirements
Verifying, Confirming & Inspecting Requirements
Exercises

5. The Software Requirements Spec.'n (SRS)

Key Components
Analyst/Designer vs. Developer vs. Procurer vs. User/Client Perspectives
The SRS Document
Walk-throughs, Inspections and Quality Assurance Requirements

6. Real World Situations

Getting Started: Determining Techniques, Methods and Procedures
CASE Tools: The Impact on Requirements Development
Managing Change: Scope, Processes and Requirements
Documentation and Quality Assurance

7. Summary

Productivity & the New Approaches
Organizational Considerations