

Designing and Facilitating Requirements Workshops (2 Days)

Problems with requirements are one of the primary causes of project failure. To be successful, software projects need solid requirements that have been developed jointly by the technical and the business teams. After learning business analysis, writing requirements, how to develop use cases and business modes, the next step is to learn how it can all be done quickly and effectively using collaborative workshops. Workshops bring technical analysts and end-users together to crystallize final requirements and solutions.

Successful workshops don't just happen they need planning and facilitation skills. Participants will learn the tools they need to plan, facilitate and conduct a productive requirements workshop.

Prerequisites: Intermediate training on business requirements, business modeling or equivalent experience

PMI® PDU credits: 16

IIBA® CDU credits: 16

Course level: Advanced

Who should attend:

- Senior professionals who want to learn facilitation techniques
- Experienced business analysts and professionals who have already mastered Business Analysis Foundations and intermediate training in business modeling or requirements communications.

Key Learning Points:

1. Overview of Requirements Workshops
 - a. The benefits of facilitated sessions
 - b. Ingredients of a successful requirements workshop
2. Types of requirements workshops
 - a. Collaborative workshops and levels of requirements
 - b. Compression planning technique for workshops
3. Design the workshop
 - a. What makes a good workshop design
 - b. How workshop purpose can drive the design
 - c. Interviewing the sponsor
 - d. Pure form thinking and how it effects the design
4. Facilitating the workshop
 - a. Facilitation skills for the Business Analyst
 - b. Brainstorming and card storming
 - c. Managing Team dynamics, conflict and obtaining consensus
 - d. Prioritizing requirements in the workshop

Course Outline

1. Overview

- a. Review of Business Analysis and Requirements processes
- b. The benefits of facilitated workshops

2. Types of workshops

- a. Collaborative workshops and JAD
- b. Compression Planning® workshops

3. Designing the workshop

- a. Ingredients of a successful workshop

4. Facilitation skills

5. Facilitating the workshop

- a. Managing team dynamics
- b. Working with the squeaky wheel
- c. Obtaining consensus
- d. Prioritizing requirements in the workshop
- e. Document the final agreement

6. Practical Application of skills

- a. Conduct an interview using a workshop
- b. Design a workshop using the Compression Planning™ technique
- c. Design intriguing and motivating Header cards for the workshop
- d. Techniques for the facilitator
- e. Facilitate and participate in a workshop