
Software Requirements: Definition and Management

Course Overview

The Challenge

Since 1994, the Standish Group CHAOS Study has reported that inadequate requirements are a major contributor to IT project failure. This revelation has driven significant work in the areas of requirements engineering, with the result that requirements definition tools and techniques today are better than ever. However, requirements remain an issue in IT projects. There is still a poor understanding of all the factors at work in an IT project that must be considered if the project team is to have an adequate, internally consistent and robust set of requirements.

The Solution

Software Requirements: Definition and Management takes a very broad view of the processes and players at work during requirements gathering and management. Participants gain a deep understanding of the range of skills required to make this important aspect of IT projects a success. Topics covered during this course include:

- A clear understanding of the role of requirements in any software project
- The ability to apply the tools and techniques of software requirements elicitation and analysis to a wide variety of software projects
- Insights into the importance of the "project ecosystem"
- Awareness of common challenges to requirements management
- Hands on experience with core requirements definition and management techniques

Who should attend

This course will be of particular value to business analysts, project managers or other project staff with direct or indirect responsibility for requirements definition and analysis; functional managers with project responsibility, and Project Management Office staff; and managers of business analysts.

Prerequisites

This course assumes that participants have participated in some projects and have some experience in requirements definition and analysis.

Class Information

- **Duration:** 3 days. Can be customized by request.
- **Typical class size:** 6 to 24 attendees
- **Participants receive:**
 - PMP®-certified instruction
 - Comprehensive Student Guide
 - CD containing high quality Business Analysis templates

Software Requirements: Definition and Management

- Certificate of Participation
- 18 PDUs / Contact Hours in project management education
- **Course I.D. Number:** 4010

Course Outline

Day 1

- Introduction to software requirements
- Why requirements are important
- The requirements definition process
- Business analyst's role
- Time devoted to requirements
- Planning the requirements effort
- The "project ecosystem"
- Roles and responsibilities
- The requirements management plan

Day 2

- Requirements elicitation and refinement: Tools and Techniques
- Important BA skills
- Stakeholders
- Requirements elicitation techniques
- Meeting facilitation
- Categories of requirements
- Distinction between requirements and design
- Challenges in requirements elicitation
- Requirements in waterfall versus iterative projects
- Requirements analysis activities
- Analysis tools
- Data and behavior models
- Process/flow models
- Usage models

Day 3

- Requirements validation and verification
- Assessing requirements quality
- Documenting requirements
- Requirements documentation process, tools and methods
- Requirements management
- Controlling the requirements process
- Requirements change management
- Requirements traceability matrix
- Requirements management tools
- Solution assessment activities by project phase
- Techniques of solution identification

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Learning Approach

- A highly experienced instructor will use interactive lecture format, numerous hands-on exercises, team activities, group discussions, and other techniques to drive home the essential points of this material
- We will build on your prior experience in this topic, while providing you with a structure and vocabulary to use in all of your future projects.
- If you have modest requirements management knowledge, you will find that the clarity of the material and direct presentation style of the instructor will make the subject matter easy to understand.
- You will receive a Student Guide which will help you follow the material, take notes and retain what you learned so that you can apply it on your job.

Why should I take this course?

- Experienced Business Analysts will acquire a rigorous method and vocabulary that they can apply to their work.
- If you are new to requirements management, the exercises in this course will give insights into many important concepts and techniques.
- All participants take home a set of tools and techniques to help them deal with all aspects of project requirements elicitation and management.
- Take this course and learn how to avoid many of the problems that Business Analysts most often encounter.

Cost and Availability

We can arrange onsite training to suit your requirements. See our website for the latest pricing information:

<http://www.cvr-it.com>

Licensing

This course is available under license to qualified Training Providers. We deliver a full set of courseware materials including instructor slides, instructor manual and student guide. Train the Trainer instruction is available to ensure that all providers adhere to the same high level of course delivery. For more information, contact us at

info@cvr-it.com