

Writing Effective Business Requirement Statements

for Business Analysts and Subject Matter Experts

Self-Paced, Web-Delivered Duration 90+ minutes

Overview

This online, self-paced course teaches business analysts and subject matter experts (SME) how to express business needs in simple, complete, well-structured, and focused requirement statements. Your business requirements, stakeholder requirements, solution requirements, and transition requirements are not well-expressed until they communicate in terms that the intended audience can interpret as intended what it is that you need or want the technology to deliver. These business analysis techniques will help you write better business requirements from the very beginning of the project.

Target Audience

Business Process Managers	System Analysts
Business Process Users	User liaison personnel
Business System Analysts	Anyone who would like to write better business requirements for IT projects
Subject Matter Experts	

Learning Objectives

Upon completion of this seminar, you will . . .

- Find missing requirements using the components of a business information system
- Reduce the number of wrong assumptions by using a question file
- Confirm that your requirements are in scope for your project
- Apply 3 simple rules to create component-focused business requirements

Outline

1 How to Write a Good Business Requirement

Rules for Writing Business Requirements

What Is the Value of Good Requirements
What Are the Benefits of High-Quality Requirements?
The Uncertainty Principle
A Question File
Interaction: A Problem with Language
The “Real” Problem With Natural Language
Expressing Requirements
Rules for a “Good” Requirement Sentence
Reducing Complexity Increases Comprehension
A Complete Sentence Forces a Complete Thought
Structured Requirement Statements

Interaction: Complete Sentence Requirements
Rules for a “Business” Requirement Sentence
Think “What”, Not “How”
Interaction: Finding the What versus the How
Rules for a Relevant Requirement Sentence
Interaction: Applying the “What – Not How” Rule
Focused Requirements
Scoped Requirements
The Project Scope Statement
Identifying Relevant Requirement Sentences
Interaction: Determining Requirement Relevance
Rules Review
Interaction: Final Exam

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