

How to Package and Communicate Requirements

Instructor-Led, Web-Delivered Duration 2 Sessions

Overview

One of the primary jobs of the business analyst is bridging the communication gap between the business community and the technology experts. Business, stakeholder, solution, and transition requirements describe what information technology has to deliver but making sure that both parties agree on just what these requirements mean is the real challenge.

This virtual workshop presents concepts, tools, techniques, and ideas for packaging, presenting, and communicating these types of requirements to both the business and technology communities. Only if both sides understand the same thing under these requirements can they work together to develop an optimal solution.

Target Audience

Business Analysts
Business Managers
End-users
Project Leaders

Systems Analysts
Anyone else who is interested in using information technology to create a competitive advantage and is willing to expand their knowledge base to achieve that goal.

Learning Objectives

Upon completion of this seminar, you will . . .

- Develop a variety of different ways to present requirements to different audiences
- Relate requirements based on 5 relationship types
- Evaluate RFI, RFQ, and RFP documents as tools for communicating business requirements
- Choose the criteria with which vendor's response to requests will be evaluated
- Argue the benefits and challenges of making requirements reusable

Developed and presented by:



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1 Packaging Requirements for Communication

Packaging Requirements

Discussion: Requirements Packages
Possible Requirements Package Formats
What is a Requirements Document?
Requirements Repository
Discussion: Consider your Target Audience
Communications Plan

Presenting Requirements Externally

Primary Requests for External Solutions
Discussion: Request for Information
Discussion: Request for Proposal
Vendor Selection Criteria

2 Requirements and Re-Usability

Making Requirements Reusable

Regarding the Reusability of Requirements
Requirements Re-use
Exercise: Benefits and Challenges of Re-Use

Critical Success Factors

Exercise: Identifying Reusable Requirements

Requirements Management Tools

Players in the Requirements Management Tools
Game

Exercise: Features of a Requirements
Management Tool

3 Planning Requirements Management and Communication

Managing Requirements

Requirements Management Plan
Exercise: Requirements Management Plan
Template Review

Course Closing

Discussion: Course Review
Exercise: Lessons Learned
References