



## **BA06 – Managing and Communicating Requirements for Projects**

**Credits: 14 PDUs / 2 Days**

**Course Level:**

Basic/Intermediate

**Prerequisites:**

No prerequisites - This course suitable for both novices and experienced people who need to manage and communicate requirements for projects. It is recommended that participants complete the BA01 – Business Analysis Essentials course prior to enrolling or have equivalent experience.

**Course Abstract:**

A planned requirements approach is essential to a successful project. Your role as the Business Analyst in any project is to help form and coach a cross-functional team, facilitate continuous collaboration with your client, manage and communicate changing requirements, and deliver business value to your client early and regularly throughout the project.

**Course Objectives:**

Learn to develop a plan that includes determining the requirements activities a Business Analyst will perform on a particular project and how you will control and manage changes to the deliverables. Develop a high level test plan to verify and validate your user requirements and achieve quality performance.

**Included:**

- Student Guide
- Templates

**Intended Audience:**

Executives, Project Managers, Business Analysts, Business and IT stakeholders working with analysts, Systems Analysts and programmers interested in expanding their role into the business area.

**Learning Objectives:**

Upon completion of the course, participants shall be able to:

- Plan, manage and communicate requirements for projects
- Perform the various elicitation techniques used in gathering and documenting requirements.
- Produce relevant artifacts needed for documenting requirements.
- Minimize uncertainty and risk by applying principles learned in the course
- Ensure your project delivers required functionality and adds value to the business
- Translate business requirements into appropriate technical specifications.
- Optimize your team's responsiveness to change

**Course Outline:**

**Section 1: Introduction**

- Requirements and types of requirements
- Requirements in the product life cycle
- Project roles and requirements
- The role of the Business Analyst (BA)

**Section 2: Managing Solution Scope and Requirements**

- Requirements management plan
- Solution scope
- Conflict and issue management
- General techniques used



### **Section 3: Knowing your audience and their needs**

- Specific needs of business stakeholders and management
- Specific needs of Subject Matter Experts (SME)
- Specific needs of the technical team (developers, testers, etc.)

### **Section 4: Managing Requirements Effectively**

- Attributes of effective requirements
- Audiences of the requirements and the audiences' needs
- Business vs. technical point of view
- Need for formality and level of detail required

### **Section 5: Managing Requirements Traceability**

- Recording the dependencies and relationships for each of the requirements
- Impact analysis
- Using a configuration management system
- Testing requirements
- General techniques used

### **Section 6: Prepare the Requirements Package**

- Work product and deliverables
- Attributes of a complete requirements package
- General techniques used

### **Section 7: Maintain Requirements for Re-use**

- Maintaining organizational process assets
- Ongoing requirements
- Satisfied requirements

### **Section 8: Communicating Requirements Effectively**

- The 7 Cs
- Bulleted and numbered lists
- Tables and graphs
- Models and other graphics
- Using white space and fonts
- Chunking requirements information and the use of headings

### **Section 9: Additional Information**

- Useful books and links on managing and communicating requirements