

## Business Requirements: Elicit, Write, & Analyze

Instructor-Led  
2 Days

### Overview

This course gives you a proven set of core techniques, methods, and tips to elicit (gather), capture, write (express), and analyze business, stakeholder, solution, and transition requirements. To create "good" requirements, you need to become proficient in the "language and techniques" of requirements definition. The course covers how to write effective business requirements and includes business analysis techniques to identify and analyze business problems.

The International Institute of Business Analysis (IIBA®) in their *Business Analysis Body of Knowledge® (BABOK® v2.0)* define four major categories of requirements that are common to information technology projects:

- **Business requirements** - define the goals and objectives to support
- **Stakeholder requirements** - specify the needs of individuals or groups
- **Solution requirements** - describe functions, information, and specific qualities that the delivered technology has to enable
- **Transition requirements** - define behaviors that facilitate moving from the as-is state of the enterprise to the to-be state

### Who Should Attend

This course is designed for Business Analysts, Project Managers, Requirement Managers, System Analysts, Business Process Users, Business Process Managers, Project Teams, Product managers, Business or Functional unit staff, Subject Matter Experts, User Liaison Personnel, and anyone involved in defining or deciphering business system requirements.

### Why You Should Attend - Best Practices Methodology

DA&R's requirements training is for professionals who provide information and experience for, or create software and any other type of technical or business requirements. Our Public Sector, Fortune 500, and Nonprofit customers have adopted our Best Practices as their standard for defining and managing requirements.

### Upon completion, successful participants will be able to:

- Manage questions and open items lists
- Identify value of good requirements
- Evaluate management vision statements
- Write business requirements that solve business problems
- Creates requirements during "analysis by walking around"
- Develop and process surveys
- Prepare, perform and follow up requirements interviews
- Use 10 critical requirements questions to guide the requirements capture process
- Contrast the pros and cons of prototyping for requirements
- Describe what business events are and how they interact with technology
- Define the evolving role of business systems analysts
- Apply 5 methods for discovering use cases
- Present the transition from business events to use cases
- Illustrate the major components of the use case
- Document proposed user interaction in use cases and use case diagrams
- Structure basic use case information in a use case document
- Use *Use Case* diagrams as a scoping tool
- Document scenarios to discover Use Cases
- Detail the sequence of interaction steps for the most common situations
- Determine how to handle alternate and exception situations
- Write audience-focused use cases

## Course Outline

- Apply the five rules of a “good” requirement
- Translate business needs into well-structured business requirement statements
- Write business requirements that express the ‘what’ and avoid the ‘how’
- Discuss the problem with language based requirements
- Decompose requirements into the major types of requirements and subtypes
- Further clarify business rules, performance, and constraining requirements
- Use a standard readability index to improve understanding
- Discuss the difficulties in writing quality, "-ability" requirements (ex: reliability, testability, etc.)
- Distinguish qualitative from quantitative performance factors
- Classify 7 major components of business systems that need analysis
- Apply the four rules for managing a group of requirements