

▶ **BA001 – Effective Requirements Elicitation**

This workshop teaches participants to gather, analyze, and present business processes and requirements. Participants will learn how to develop and communicate a vision document that captures the business requirements and solution goals. The range of techniques covered will benefit the requirements gatherer when communicating with users, customers, sponsors, team members, and other stakeholders.

Whether you are developing new application systems, re-engineering existing processes, implementing e-business, customizing a purchased software package, or defining a data warehouse, it is critical to accurately and fully understand the requirements clearly.

- ✓ The objectives of requirements gathering;
- ✓ How requirements gathering fits into the broader context of the project lifecycle;
- ✓ The cost of missing or misunderstanding requirements; and
- ✓ The role of the requirements gatherer and other related roles in the gathering process
- ✓ Understanding the business context of requirements
- ✓ Making requirements testable, measurable, and traceable
- ✓ Different methods for eliciting requirements and when to use each method
- ✓ Interviews (planning and executing)
- ✓ Focus Groups
- ✓ Workshops & JAD's
- ✓ Active listening
- ✓ Identifying and clarifying assumptions
- ✓ Facilitation techniques to gain consensus
- ✓ Stakeholder participation and involvement
- ✓ Identifying the “real” requirements
- ✓ Analyzing the facts and the requirements
- ✓ Techniques for Documenting Business Requirements
- ✓ Defining and categorizing and prioritizing requirements
- ✓ Validating the requirements
- ✓ The role of the business analyst in testing