

Course Description

Gathering and Documenting User Requirements for the Business Analyst AMS122

14 Professional Development Units
14 Education Hours

Overview

Requirements management is an integral part of the process from concept to closeout. In this course, participants will learn the need to understand stakeholders, how to identify requirements, detail those requirements and bring them through the approval cycle with the formation of a subsequent baseline. Participants will explore the different tools and techniques available to evaluate requirements and reach agreement with the stakeholders.



Learning Objectives

- Define project and process
- Understand the roles and responsibilities of the project team
- Develop a formal business analysis strategy
- Establish the requirements environment from project basics to project vision to quality
- Complete a stakeholder analysis and work plan structure
- Understand how to create the Requirements Work Plan template and blend it with the overall project plan
- Create the Business Requirements Document and demonstrate the link with requirements gathering
- Understand the value of process models, graphic and text business models
- Understand the “Do’s” and “Don’ts” of technical writing
- Understand guidelines and techniques for verification and validation

Format

This course is highly interactive and adaptive to class interests and needs. A lecture/discussion approach is used and is accompanied by hands-on exercises.

Duration

Two days

Who Should Attend

Project managers who have a dual responsibility as both a project manager and business analyst, those new to the role of a Business Analyst, Project Leads and Business Managers would benefit by taking this course.