

Course Description

Joint Application Development: First and Best Practices, 2 or 3 Day AMS180

Two Day Version

14 Professional Development Units (PMI)

14 Continuing Development Units (IIBA)

14 Education Hours

Three Day Version

21 Professional Development Units (PMI)

21 Continuing Development Units (IIBA)

21 Education Hours



Overview

The purpose of this course is to assist project managers, business analysts, and other gatherers of requirements to form the competencies of identifying situations where Joint Application Development (JAD) facilitation would be productive in preparing for, holding, and following up from requirements gathering sessions. JAD Facilitation has the goals of providing benefit faster than non-facilitated meetings, providing more useful outputs, and increasing subject matter expert and other stakeholder interaction. The key to successful product development is relevant, accurate, well-formulated and cost effective information. This course is designed to teach participants key tools and methodologies to quickly achieve successful product development.

The workshop component allows participants to practice and put into play the information, techniques, and best practices learned in the first part of the course. This will assist project managers, business analysts, and other gatherers of requirements to fully experience their new competencies of identifying situations where JAD facilitation would be productive. Each participant experiences in detail the roles of JAD sessions: Facilitator, Recorder, Subject Matter Expert or Customer, and Sponsor. Goals of the workshop component include participants recording their process, techniques, and output of the sessions to serve as templates for them to bring back to their day-to-day situations.

After completion of this workshop, participants will be able to:

- Demonstrate effective facilitation
- Enumerate why JAD should be one of your favorite techniques
- Use the 4 areas of JAD sessions
- Use JAD sessions to ensure successful requirements gathering
- Plan, execute, and follow up on the right topics to quickly move a project to a set of agreed requirements
- Identify and execute core facilitation processes centering on meetings, process, content, questioning, objectivity and feedback
- Conduct and participate in JAD session meetings
- Refresh your knowledge of requirements gathering
- Reduce wasted time in and around meetings by asking the right people the right questions in the right facilitated setting to elicit clear answers
- Practice skills to assure the customer that you understand the requirements
- Gather and validate customer requirements using facilitation and project management tools
- Ensure that the customer's requirements and other conditions of satisfaction are meta

- Administer the planning that goes into a successful JAD facilitation session
- Experience each major role, task and blocking behavior that can add to, or hinder, effective facilitation and JAD session requirements meetings
- Execute efficient processes to quickly gather high-level and other relevant levels of Use Cases
- Plan and execute the post-session techniques
- Create a JAD session template to use in your organization
- Create process and JAD session output that is clear, concise, and practically documented for reuse

Format

The format of this course is highly interactive and adaptive to participants' interests and needs. A lecture/discussion approach is used and is accompanied by exercises with team reports.

Duration

This course can be run as a two or three day course.

Who Should Attend

Project Managers, Business Analysts, Requirements Gathering Participants, Systems Analysts, Project Management Support Resources and anyone involved in gathering and validating product or system requirements would benefit from taking this course.