

Course: Scope & Requirements Management

ID: 1384-REQ02

CDUs/Contact Hrs / PDU: 21

Course Length: 3 Days

Course Description: This three-day intensive and highly interactive course focuses on the processes, tools and techniques of the Business Analyst or Project Manager in developing quality scope and requirements. Through numerous real world examples and exercises this course enables participants to work more effectively with both technical resources and business stakeholders. Participants will experience intensive, practical training in all aspects of scope and requirements development inclusive of use cases. This course has been evaluated by the Project Management Institute (PMI®) and by the International Institute of Business Analysis (IIBA®) and it has been found to be compliant with the PMBOK Guide® and the Business Analyst Book of Knowledge (BABOK®)

Course Objectives:

- Learn to gather requirements that technical resources can implement
- Learn to identify the real business needs
- Gain a comprehensive understanding of common tool such as use cases
- Understand how development methodologies impact business analysis, scope and requirements > Gain powerful skills that can immediately be implemented by participants

Target Audience: Project managers, business analysts, systems analysts, technical managers, and software developers who wish to learn the tools and techniques of successful business analysis, scope and requirements definition and management.

Prerequisites: Experience in requirements gathering or systems analysis desired but not required. Completion of the LGd Introduction to Project Management Course (PM101) is recommended.

Provided Material:

- Course Binder
- BABOK Guide
- Inscape Listening Profile

Course Outline:

- **Lesson 1: A Basic Overview**
 - Scope, requirements and why they're important?
 - Bridging the gap, business & technology
 - The what vs. how
 - Stakeholder management
 - A basic process
 - The most important skill, listening
- **Lesson 2: Core Listening Skills**
 - Listening vs. hearing
 - Your personal profile
 - Basic listening approaches
 - Learning to communicate with different approaches
 - Stakeholders, customers, users and sponsors
- **Lesson 3: Scope Definition**
 - Aligning scope with organizational strategy
 - Writing a problem statement
 - The kickoff meeting, why it matters
 - Scope artifacts
 - Using a context diagram to define scope
- **Lesson 4: The WBS Defined**
 - What is a WBS
 - WBS elements
 - How does the WBS fit into requirements development
 - An introduction to displayed thinking and the vision box
- **Lesson 5: Requirements Basics**
 - Requirements, features, assumptions & constraints
 - Basic requirement structures
 - Basic requirement artifacts
 - The must, wants & needs tool
 - Levels of requirements
- **Lesson 6: User Requirements**
 - User categories
 - Learning to elicit requirements from users
 - Finding hidden requirements
- **Lesson 7: Functional & Non-Functional Requirements**
 - Technical issues defined
 - Functional requirements & use cases
 - Non-functional requirements
 - The SRS (Software Requirements Specification)
- **Lesson 8: Requirements Management**
 - The need for traceability
 - Scope & requirements change control
 - CCM tools
- **Lesson 9: Business Domain Modeling**
 - Static, data, behavioral, & functional
 - Class diagrams
 - State machine diagrams
- **Lesson 10: Process Diagramming**
 - What is a process diagram?
 - Basic techniques for process diagramming
 - When to use a process diagram
- **Lesson 11: Use Case Diagrams**
 - Understanding the diagram
 - Does the diagram have any real value
- **Lesson 12: Use Case Descriptions**
 - High level / business use cases
 - Detailed / system use cases
 - Procedural use cases
 - State based use cases
- **Lesson 13: Common Use Case Mistakes**
 - Top 10 pitfalls
 - Who should write the use cases
 - CASE tools & use cases
- **Lesson 14: Use Cases & Testing**
- **Lesson 15: Managing Risks**
 - Risks vs. issues
 - Basic risk management
 - The risk register
 - Risk management vs. Requirements making the link
- **Lesson 16: Ensuring Project Success**
 - What does success really mean?
 - How to ensure you deliver the real scope
 - Guaranteeing every project succeeds



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