

## Course: Writing System Specifications

ID: 1384-WSS01

CDUs/Contact Hrs / PDU: 14

Course Length: 2 Days

**Course Description:** This two-day workshop covers all the tools, tips and tricks for successfully capturing, writing and completing quality requirements specifications that are based on industry standards. In this hands-on workshop participants will learn and practice documentation and modeling techniques using standard templates, worksheets and checklists. This course is full of practical tips, checklists, principles and techniques to help capture, write and review requirements specifications. Participants will learn the ins and outs of specifying client requirements, and IEEE's Recommended Practices and Documentation Templates.

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:

- How to capture use cases, process discussions, business rules and data requirements live during a requirements meeting
- How to apply the seven factors to successful documenting -- listening, capturing, writing, clarifying, organizing, suggesting & teamwork.
- How to write requirements specifications using proven and practical best practices—built on the framework and standards from IEEE, SEI's Capability Maturity Model (CMMI), and the BABOK
- How to document using the five "C's" to writing quality specifications -- clear, concise, concrete, complete, consistent
- Listen and document the requirements -- capturing what was said, not what you heard!

**Target Audience:** Business analysts, project managers, systems analysts, technical managers, and software developers who wish to learn how to effectively manage the analysis of complex data structures and requirements of a data warehouse.

**Prerequisites:** Experience in requirements gathering or systems analysis desired but not required. Completion of the LGd Scope and Requirements Management is recommended.

### Provided Material:

- Course Binder
- Developing System Requirements (*Book*)

### Course Outline:

- **Lesson 1:** The System Specification Defined
  - What is a system specification?
  - How does a system specification fit into the requirements process?
  - How do you effectively use a system specification?
- **Lesson 2:** Basic SRS Documentation
  - What is the role of the documentor?
  - The key objectives of the SRS
  - The key factors to successful documentation
- **Lesson 3:** The Requirements Specification Workshop
  - Who should attend
  - Managing expectations
  - Preparing your team
  - Understand the environment
  - Understand the process
- **Lesson 4:** Capturing Requirements During a Discovery Session
  - Core listening skills
  - Organization theories and techniques
  - What should you document?
  - What is "enough" information?
- **Lesson 5:** Writing Quality Specifications
  - What to do when information is missing, contradictory & unclear
  - Managing complexity
  - How to identifying and resolving incorrect information
- **Lesson 6:** Documenting Requirements
  - Alternative formats for writing Use Cases
  - Writing the business requirements
  - Writing functional requirements
  - Writing non-functional requirements
  - Managing information requirements & data definitions
- **Lesson 7:** Refining, Completing & Packaging the Specification
  - The refining & documentation finalization process
  - The five "C's" to Quality Specifications
  - Final packaging and completion of the SRS
  - How to effectively use the completed requirements
  - Tools that can help



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