

### Overview

Before a project can get underway there needs to be a clear understanding of the project objectives, these objectives will be broken down into more specific requirements; these are the business requirements that must be met by the project. Business requirements are fundamental to the success of any project. They also provide the information required to create an accurate business case and project estimates.

Capturing and documenting an accurate and comprehensive set of requirements utilises a specific set of skills, which will be taught on this course.

### Skills Gained

On completion of this course, attendees will be able to:

- Write clear requirements statements
- Plan an approach to capture requirements
- Recognise a comprehensive set of requirements
- Fully document requirements

### Pre-requisites

There are no pre-requisites for this course.

### Who Should Attend

This course is for people who are involved in the capturing and managing of business requirements.

### Content

#### The Requirements Process

- Lifecycle for business change
- Business plans and objectives
- Problems with requirements

#### What are Requirements?

- Hierarchy of requirements
- Functional requirements
- Non-Functional requirements

#### Capturing and Documenting Requirements

- Problems with elicitation
- Different stakeholders' viewpoints
- Elicitation techniques
- Prioritisation of requirements

#### Analysing and Negotiating Requirements

- Developing a process model
- Iterating requirements
- Alignment with business objectives
- Resolving conflicts

#### Validating Requirements

- Requirements validation
- Validation by prototyping

#### Managing Requirements through the Lifecycle

- Principles of requirements management

#### Benefits Confirmation

- Requirements testing/user acceptance testing
- Post-implementation review

**Course Duration:** 3 Days