

How to Analyze Sets of Requirements

Instructor-Led, Web-Delivered Duration 2 Sessions

Overview

Understanding the business requirements in the manner in which they were intended can be a very challenging proposition. If the requirements are going to do their job well, they need to be understood by several target audiences, namely the business community, the technical community, and the developer/tester community. Each of these groups needs to be able to read the business requirements and extract what they need out of them to be able to contribute to the end product.

This online business analysis training workshop presents several requirement analysis techniques that business analysts and subject matter experts can use to identify requirements and phrases that might be misunderstood by the various target audiences. It assumes that you know how to write effective, measurable business requirements (or that you are going to analyze other people's requirements). These techniques will help reduce the number of incorrect and misunderstood business requirements.

Note: *This instructor-led course delivered in two virtual sessions via the Internet covers the same content as the third day of our 3-day course, "How to Elicit (Gather), Write, and Analyze Business Requirements" which can be delivered live at your site.*

Target Audience

Business Analysts	Quality Assurance Engineers
Project Managers and Leaders	Anyone interested in understanding what a proposed business system will do
Subject Matter Experts	

Learning Objectives

Upon completion of this seminar, you will . . .

- Apply the four rules for managing a group of requirements
- Classify 7 major components of business systems that need analysis
- Decompose requirements into the major types of requirements and their subtypes
- Further clarify business rules, performance and constraining requirements
- Use a standard readability index to improve understanding
- Choose risk reduction alternatives for high-risk requirements
- Evaluate the completeness of requirements
- Categorize requirements based on focus
- Create a requirement/problem matrix to confirm requirements completeness
- Confirm (determine relative importance and feasibility) of requirements
- Prioritize requirements based on business and system needs
- Use templates to guide writing requirements

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1 Analyzing Business Requirements

Clarifying Business Requirements

- Exercise: Grouping Requirements
 - Combining Requirements
- Detailed Clarification
- Rules for “Effective” Sets of Requirements
 - Identifying Inconsistent Requirements
 - Exercise: Identifying Inconsistent Requirements
- Rules for “Effective” Sets of Requirements
 - Of Rules and Requirements
 - Business Rules Are
- Rules vs. Requirements
 - Rules Relationships
- The Rules Challenge
 - Exercise: Testing Rules

Identifying Business Components

- Exercise: Components of a Business System
- Business Information Systems

2 Decomposing Requirements

Decomposing Requirements

- Components of Requirements
 - Exercise: Requirements Types
- Requirement Subtypes vs the 10 Critical Questions
- Testing Requirement Components
- Finding Functional Requirements
 - Testing Functional Components
 - Exercise: Testing the Functional Components

- Finding Rules and Constraining Requirements
 - Testing Rule and Constraint Components
 - Exercise: Testing Rule and Constraint Components
- Finding Performance Requirements
 - Exercise: Resolving Subjective Components
 - Exercise: Decomposing a Requirement
- Purpose of Requirements Decomposition

3 Verifying Business Requirements

Confirming Business Requirements

- Rules for “Effective” Sets of Requirements
- Confirming Feasibilities
- Identifying High Risk Requirements
- PASS = Project Audit Support Services
- Exercise: Verifying Requirements Completeness

4 Requirements Prioritization

Requirements Prioritization

- Rules for “Effective” Sets of Requirements
- Need-based Requirements Prioritization
- Release-based Requirements Prioritization

5 Requirement Tools and Templates

Requirements Tools and Templates

- Requirement Documentation Template(s)
- Tools Discussion
- The Payback