

Business Analysis: Requirements Development, Documentation and Management

Durée: 4 Jours Réf de cours: GK2964

Résumé:

This 4-day Business Analysis: Requirements Development, Documentation and Management training course is part of the certification process to obtain the Certification of Capability in Business Analysis (CCBA) certificate from The International Institute of Business Analysis™ (IIBA). Develop effective requirements that meet business and stakeholder objectives. Numerous studies have concluded that failure to effectively develop and document project requirements is directly related to project failure. By following the logical methodology for the requirements process presented in this course, you'll learn to develop and write effective requirements, including business objectives as well as business, stakeholder, and solution requirements. By working through the requirements process using various elicitation techniques, you'll discover the importance of and types of requirements, best practices for writing requirements, steps for sign-off, and management of the requirements baseline.

Public visé:

Requirements Engineers Requirements Managers Functioneel ontwerpers Testers Functioneel Beheerders Architecten Systems analysts Business analysts Requirements analysts Developers Software engineers IT project managers / Project leaders Project managers Project analysts Team leaders, Program managers Testers QA specialists.

Objectifs pédagogiques:

- Types of requirements including business, stakeholder, functional, non-functional, and transition requirements
- Elicitation techniques including their advantages and disadvantages for the various requirements stakeholders
- Analysis and modeling of requirements
- Types of requirement documents
- Best practices for requirements writing
- How to avoid requirements writing pitfalls
- Steps for requirements verification, validation, and sign-off
- Requirements management processes including data management, tracing, and change management

Test et certification

If you are a business analysis practitioner with 2 to 3 years' experience, earning your Certification of Capability in Business Analysis™ (CCBA®), recognizes your ability to take on larger and or more complex project responsibility.

To earn the IIBA - CCBA designation, candidates must:

- Complete a minimum of 3,750 hours of Business Analysis work experience in the last 7 years.
- Within these 3750 minimum hours required, a minimum of 900 hours must be completed in each of 2 of the 6 BABOK® Guide Knowledge Areas OR, a minimum of 500 hours must be completed in each of 4 of the 6 BABOK® Guide Knowledge Areas.
- Complete a minimum of 21 hours of Professional Development within the last 4 years.
- Provide references.
- Agree to Code of Conduct.
- Agree to Terms and Conditions.
- Pass the exam.

Contenu:

1. Requirements Issues and Impacts

- Issues from Poor Requirements Processes
- CBAP Review
- Requirements Definition
- Requirements Problems Class Exercise/Brainstorm

2. Foundations of Requirements

- Types of Requirements
- Business vs. Technical Communications
- Requirements Approaches
- Product and Project Life Cycles
- Role of Business Analyst (IIBA View)
- The Requirements Process

3. Defining the Product Scope

- Enterprise Analysis Overview
- What Scope Is
- The Business Case
- Use Cases to Describe Current Environment and Proposed Scope

4. Requirements Communication Planning

- The Requirements Communications Plan
- Requirements Conflicts
- The Requirements Package

5. Requirements Planning: The Requirements Charter

- The Requirements Charter
- The Requirements Team

6. Requirements Planning: Sources

- Stakeholder Types
- Identifying Stakeholders
- Analyzing Stakeholders for Requirements

7. Requirements Elicitation

- Techniques
- Creating an Elicitation Archive
- Elicitation Plan

8. Requirements Analysis

- Functional Requirements
- Non-Functional Requirements
- Constraints
- Modeling Techniques
- UML Techniques
- Data Modeling

9. Requirements Sign-Off

- The Requirements Baseline
- Review Meetings
- The Sign-Off Process

10. Writing the Requirements Document

- Technical Writing Practices
- Good Requirements Writing Practices
- Requirements Writing Pitfalls and Mistakes
- Requirements Document Enhancements
- Writing Functional and Non-Functional Requirements
- Writing Assumptions and Constraints
- Organizing the Requirements Document

11. Requirements Management

- Managing Throughout the Product Life Cycle
- Components of Requirements Management
- The Change Process
- Traceability
- Requirements/Configuration Management Systems
- Requirements Attributes - Brainstorm

12. Other Topics

- Requirements Process Close
- Project Life Cycles
- Agile Development Considerations

Autres moyens pédagogiques et de suivi:

- Compétence du formateur : Les experts qui animent la formation sont des spécialistes des matières abordées et ont au minimum cinq ans d'expérience d'animation. Nos équipes ont validé à la fois leurs connaissances techniques (certifications le cas échéant) ainsi que leur compétence pédagogique.
- Suivi d'exécution : Une feuille d'émargement par demi-journée de présence est signée par tous les participants et le formateur.
- Modalités d'évaluation : le participant est invité à s'auto-évaluer par rapport aux objectifs énoncés.
- Chaque participant, à l'issue de la formation, répond à un questionnaire de satisfaction qui est ensuite étudié par nos équipes pédagogiques en vue de maintenir et d'améliorer la qualité de nos prestations.

Délais d'inscription :

- Vous pouvez vous inscrire sur l'une de nos sessions planifiées en inter-entreprises jusqu'à 5 jours ouvrés avant le début de la formation sous réserve de disponibilité de places et de labs le cas échéant.
- Votre place sera confirmée à la réception d'un devis ou ""booking form"" signé. Vous recevrez ensuite la convocation et les modalités d'accès en présentiel ou distanciel.
- Attention, si vous utilisez votre Compte Personnel de Formation pour financer votre inscription, vous devrez respecter un délai minimum et non négociable fixé à 11 jours ouvrés.