

## Business Analysis: Requirements Development, Documentation and Management

Duration: 4 Days    Course Code: GK2964    Delivery Method: Virtual Learning

### Overview:

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.

### Virtual Learning

This interactive training can be taken from any location, your office or home and is delivered by a trainer. This training does not have any delegates in the class with the instructor, since all delegates are virtually connected. Virtual delegates do not travel to this course, Global Knowledge will send you all the information needed before the start of the course and you can test the logins.

### Target Audience:

Requirements Engineers Requirements Managers Functional designers Testers Business Information Managers Architects 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.

### Objectives:

- 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

### Testing and 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.

## Content:

<p>1. Requirements Issues and Impacts</p> <ul style="list-style-type: none"> <li>■ Issues from Poor Requirements Processes</li> <li>■ CBAP Review</li> <li>■ Requirements Definition</li> <li>■ Requirements Problems Class Exercise/Brainstorm</li> </ul>	<p>5. Requirements Planning: The Requirements Charter</p> <ul style="list-style-type: none"> <li>■ The Requirements Charter</li> <li>■ The Requirements Team</li> </ul>	<p>9. Requirements Sign-Off</p> <ul style="list-style-type: none"> <li>■ The Requirements Baseline</li> <li>■ Review Meetings</li> <li>■ The Sign-Off Process</li> </ul>
<p>2. Foundations of Requirements</p> <ul style="list-style-type: none"> <li>■ Types of Requirements</li> <li>■ Business vs. Technical Communications</li> <li>■ Requirements Approaches</li> <li>■ Product and Project Life Cycles</li> <li>■ Role of Business Analyst (IIBA View)</li> <li>■ The Requirements Process</li> </ul>	<p>6. Requirements Planning: Sources</p> <ul style="list-style-type: none"> <li>■ Stakeholder Types</li> <li>■ Identifying Stakeholders</li> <li>■ Analyzing Stakeholders for Requirements</li> </ul>	<p>10. Writing the Requirements Document</p> <ul style="list-style-type: none"> <li>■ Technical Writing Practices</li> <li>■ Good Requirements Writing Practices</li> <li>■ Requirements Writing Pitfalls and Mistakes</li> <li>■ Requirements Document Enhancements</li> <li>■ Writing Functional and Non-Functional Requirements</li> <li>■ Writing Assumptions and Constraints</li> <li>■ Organizing the Requirements Document</li> </ul>
<p>3. Defining the Product Scope</p> <ul style="list-style-type: none"> <li>■ Enterprise Analysis Overview</li> <li>■ What Scope Is</li> <li>■ The Business Case</li> <li>■ Use Cases to Describe Current Environment and Proposed Scope</li> </ul>	<p>7. Requirements Elicitation</p> <ul style="list-style-type: none"> <li>■ Techniques</li> <li>■ Creating an Elicitation Archive</li> <li>■ Elicitation Plan</li> </ul>	<p>11. Requirements Management</p> <ul style="list-style-type: none"> <li>■ Managing Throughout the Product Life Cycle</li> <li>■ Components of Requirements Management</li> <li>■ The Change Process</li> <li>■ Traceability</li> <li>■ Requirements/Configuration Management Systems</li> <li>■ Requirements Attributes - Brainstorm</li> </ul>
<p>4. Requirements Communication Planning</p> <ul style="list-style-type: none"> <li>■ The Requirements Communications Plan</li> <li>■ Requirements Conflicts</li> <li>■ The Requirements Package</li> </ul>	<p>8. Requirements Analysis</p> <ul style="list-style-type: none"> <li>■ Functional Requirements</li> <li>■ Non-Functional Requirements</li> <li>■ Constraints</li> <li>■ Modeling Techniques</li> <li>■ UML Techniques</li> <li>■ Data Modeling</li> </ul>	<p>12. Other Topics</p> <ul style="list-style-type: none"> <li>■ Requirements Process Close</li> <li>■ Project Life Cycles</li> <li>■ Agile Development Considerations</li> </ul>

## Further Information:

For More information, or to book your course, please call us on Head Office 01189 123456 / Northern Office 0113 242 5931

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