



Identifying & Managing IT Requirements

Course Overview

Technology projects share a common thread. That thread is the relationship between effective requirements management processes and project success. Project managers need to develop a disciplined approach coupled with effective tools and techniques in order to enhance their development efforts. This three-day course walks participants through the entire life cycle of requirements management. Designed for project managers with some experience, participants will gain an understanding of the strategies, skills, and tools that lend themselves to effectively managing technology requirements. Through the use of a sophisticated case study and individual exercises, participants will gain practical experience leading to higher levels of customer satisfaction and a more efficient requirements management process.

Key Outcomes

Upon completion of this course, participants will be able to:

- » Describe the purpose of a requirements management plan
- » Describe the impact of the software development life cycle model on project management and requirements management
- » Identify the phases of the requirements management life cycle
- » Create verifiable and reliable requirements
- » Apply various approaches to identifying requirements
- » Describe the importance of requirements documentation
- » Outline the differences in requirements validation and verification
- » Develop a change management strategy

Course Outline

Introduction

Foundations of Requirements Management

- » Define a requirement
- » Recognize the importance of requirements management (i.e. the impact of poor requirements management)
- » Define roles and responsibilities for requirements management
- » List the phases of the requirements management process

At-a-Glance:

Course Length:

3 days

Course Number & Level:

250.ITR3 – Development

Professional Development Units

(PDUs): 21

Continuing Education Units (CEUs):

2.1

PMBOK® Guide Knowledge Areas**Covered:**

- » Project Integration Management
- » Project Scope Management
- » Project Cost Management
- » Project Quality Management
- » Project Communication Management

Tracks:

- » IT Project Manager
- » Business Analyst

- » Introduce the Traceability Matrix

Systems Development Models and Requirements Management

- » Provide an overview of the pros and cons of popular software development life cycles
 - » Waterfall & Modified Waterfall
 - » Incremental
 - » Iterative
 - » Spiral
- » Discuss how the RM process is effected by the life cycle model used
- » Explain how the RM process is effected if the Agile method is used for software development

Organizing Phase

- » Describe the key activities that are accomplished during the Organizing Phase of the RM Process
- » Review the deliverables used in the Organizing Phase of the RM process
 - » Requirements Management Policy
 - » Requirements Management Plan
 - » Traceability Matrix
- » List tools that may assist in the RM process
- » Introduce the characteristics of a well written requirement

Implementation Phase (Gathering Requirements)

- » Describe key activities and deliverables that occur in the implementation phase of the RM process
- » Explain key data gathering techniques
- » Provide tips on performing successful requirement gathering interviews
- » Introduce Use Cases
- » Provide an overview of Activity Diagrams, Entity Relationship Diagrams (ERD) and Data Flow Diagrams (DFD)
- » Outline tips for analyzing requirements

Requirements Documentation Approaches

- » Discuss requirements documentation approaches
- » Practice writing and identifying good requirements
- » Outline strategies for identifying & prioritizing risks associated with requirements
- » Describe types of specification documentation
- » Stress the importance of client sign-off in the RM process

Verifying & Validating Requirements

- » Outline the goals of requirements verification and validation

- » Describe the differences in verification and validation
- » Explain key activities associated with verification and validation

Managing Change and Sustaining

- » Describe the importance of change management in the RM process
- » Identify sources of change
- » Discuss roles and responsibilities in the change management process
- » Create a change management policy
- » Summarize the activities associated with sustaining the requirements