

Plan, Manage, and Communicate Requirements

2 Days

This course examines the role of the business analyst (BA) in the Requirements Planning and Management and Requirements Communication Knowledge Areas of the Business Analysis Body of Knowledge (BABOK). Practical tasks and techniques are presented to equip the BA with the skills and knowledge required to plan and manage requirements activities and to communicate requirements to stakeholders effectively.

This course builds upon the associated tasks and techniques introduced in its prerequisite, BA111: Core Competencies for the Business Analyst by exploring the requirements planning, management, and communication processes in depth. Students learn to identify stakeholders and their requirements, determine requirements risks and deliverables, divide the requirements work, manage scope and the requirements baseline via traceability and change control, perform requirements reviews, assess communication needs, and assemble and communicate the requirements management plan.

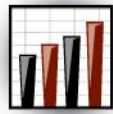
WHO SHOULD ATTEND

All participants must first attend the course's prerequisite, *BA111: Core Competencies for the Business Analyst*. The course is intended to serve several audiences and meet a variety of needs. The material in the course is directed at both the novice looking to enter the field and the self-taught veteran looking to fill gaps in his or her skills or knowledge. Individuals who perform business analysis in organizations are known by various titles including business analyst, systems analyst, business/systems analyst, functional analyst, project manager, and tester. Individuals who will benefit from this course include:

- Entry-level business analysts and their managers
- Self-taught business analysts requiring a course that fills in the gaps and puts all the pieces together
- Systems analysts and programmers interested in expanding their roles into the business area
- Quality assurance professionals
- Project managers

COURSE OBJECTIVES

- Describe the core functions of the business analyst in the context of the Requirements Planning and Management and Requirements Communication Knowledge Areas.
- Explain the relationships between the business analyst and project manager roles during requirements planning, management, and communication.
- Identify, describe, and categorize stakeholders involved in requirements activities.
- Assemble, communicate, and obtain approval of a requirements management plan based on stakeholder analysis that:
 - Defines activities, deliverables, tools, and techniques for requirements processes.



- Aligns with the organizational structure and life cycles employed.
 - Provides traceability of requirements throughout the lifecycle.
 - Addresses risk.
 - Defines change management processes.
 - Addresses product and process quality.
- Conduct formal requirements reviews.
 - Measure and report on requirements activity.
 - Communicate requirements to diverse stakeholders.

LESSON TOPICS

- Prerequisite tasks and work products required of requirements planning
- The relationship of the business analyst and the project manager roles during requirements planning and management
- Stakeholder identification, categorization, and analysis
- Requirements risk analysis and response strategies
- Requirements work breakdown structures (WBS)
- Effort, duration, and risks of requirements activities
- Requirements activities and life cycle impact (sequential, iterative, agile)
- Requirements activities and organizational impacts (culture, structures)
- Requirements attributes
- Requirements traceability
- Requirements baselines
- Requirements metrics
- Change control processes
- Change request impact assessment: investigation and negotiation
- Requirements communication plan
- Requirements reviews
- Requirements management plan: assembly, communication, and approval