

LookingGlass - Scope & Requirements (REQ01)

Course Overview

This instructor-led course introduces participants to the tools and techniques necessary to develop well-understood project requirements. Participants are introduced to Displayed Thinking, use-cases, requirements interviews, requirements meetings, requirements documentation, and many other topics critical to the success of a complex project.

<u>Course Introduction</u>	3m
Course Introduction	
<u>Section 01 - Effective Listening Skills for Requirements Definition</u>	38m
Effective Listening Skills for Requirements Definition	
Listening Is Good Business	
Listening vs. Hearing	
Causes for “Tune-Out”	
Communication Realities	
Listening Approaches	
Matching Listening Approaches	
To Be More Effective with Appreciative Listeners	
To Be More Effective with Empathic Listeners	
To Be More Effective with Comprehensive Listeners	
To Be More Effective with Discerning Listeners	
To Be More Effective with Evaluative Listeners	
The Function of Listening	
Remember...	
<u>Section 02 - Stakeholders</u>	13m
Stakeholders	
Who is a Stakeholder?	
Responsibility Assignment Matrix (RAM)	
The RACI Matrix	
Steps in Stakeholder Management	
Key Stakeholder Questions	
IIBA BOK Stakeholder Questions	
Stakeholder Prioritization	
<u>Section 03 – Scope Definition</u>	46m
Scope Definition	
Definitions	
The Product vs. Project Scope:	

IIBA Knowledge Areas
Relationships Between Areas
Business Analysis Planning & Monitoring
Requirements Elicitation
Requirements Mgmt. & Communication
Enterprise Analysis
Requirements Analysis
Solution Assessment & Validation
Underlying Competencies
Project Boundaries
The PMI Scope Management Framework
Real World Best Practice
Scope Definition Process
Project Sponsor Issues Charter
Charter Environmental Factors to Consider
The Project Data Sheet (PDS)
Getting at Requirements
Can You Deliver Too Much?
Scope Creep

Section 04 - Creating Effective Work Breakdown Structures

34m

Creating Effective Work Breakdown Structures
Scope Definition
Work Breakdown Structure (WBS)
Types of WBS Elements
Components of the WBS
Code of Accounts
WBS Dictionary
Managing Change
The What and The How
Work Breakdown Structure Example
Answer Four Key Questions:
The Fourth Question...
What's Wrong with this WBS?
Why Use a WBS?
Introduction to Displayed Thinking

Section 05 - Requirements Basics

23m

Requirements Basics
Definitions
What is a Requirement?
IIBA BOK Requirements
Functional vs. Non-Functional
What Makes A Good Requirement?
Examples of Poor Requirements

Business Requirements & System Requirements
Requirements Written Individually
Key Requirement Tests
The Problem Pyramid

Section 06 - Use Cases

11m

Use Cases
Overview
Why Create Use Cases?
High Level Use Case
Process for Developing a Use Case
Keys to Effective Use Cases
High Level Use Case: Part 1
High Level Use Case: Part 2
High Level Use Case: Part 3
High Level Use Case: Part 4
Use Case Checklist

Section 07 - Development Methodologies

57m

Development Methodologies
Developmental Methodologies Terminology
Major Families of Methodologies
The Volere Process
Volere Requirements Process
Guidelines to Success with RUP
Rational Unified Process
Inception Phase
Elaboration Phase
Construction Phase
Transition Phase
Key Modeling Elements of the RUP
Guidelines to Success with RUP (2)
The Basics
The Scrum Roles
The Scrum Flow
The Scrum Tool
The Scrum Skeleton

Section 08 - Testable Requirements

16m

Testable Requirements
Questions to Ask When Testing
Standard Testing Activities
Requirements Based Testing (RBT)
RBT Strategy
RBT 12-Step Process

Ambiguity Review
Example
Types of Testing
Test Cases

Section 09 - The Software Requirements Specification (SRS)

12m

The Software Requirements Specification (SRS)
The SRS Defined
SRS Goals
The SRS Components
The SRS – Getting Started
10 Quality Characteristics Of An SRS
Quality Measures Related To Individual SRS
Continuances
Directives
Options
Weak Phrases

Section 10 - Business Domain Modeling

15m

Business Domain Modeling
BDM Defined
BDM Roles
BDM Artifacts
BDM Example: Model
BDM Example
BDM Example DB Schema
Why is a Domain Model Needed?
BDM Example: Database Tables
BDM Example (2)

Section 11 - Other Advanced Tools

40m

Other Advanced Tools
Key Techniques
Definitions
The Spectrum Diagram
Activity Diagram
Block/Swimlane Workflow Diagram
Business Process Diagram (BPD)
Cause & Effect Diagram
Decision Tree Analysis
Class Diagrams
Class Diagrams – Key Terms
Class Diagram: Basic
Class Diagram: Complicated
Data Flow Diagrams (DFD)

Data Flow Diagram – Key Terms
FURPS+
Course Closure

Total Duration: 5h 9m