

Roadmap to Success: Comprehensive (Blended Classroom)

Course Description

This comprehensive training package effectively blends the best of two training modes—self-paced eLearning and instructor-led classroom training—by combining two EBG training components:

- **Roadmap to Success: Foundation for Requirements Development and Management** (self-paced eLearning curriculum)
- **Roadmap to Success: Analysis Modeling** (instructor-led classroom)

You start with the *Foundation* curriculum, a series of eight self-paced courses that provides you with the foundation you need for understanding the heart of business analysis: requirements development and management. You'll learn how to develop and manage requirements, gain tips for eliciting and documenting requirements, discover how to use the EBG Requirements Roadmap* to analyze requirements, and study the steps for adapting and improving your requirements practices to *your* project. This practical, engaging curriculum features easy-to-use navigation, content-rich audio and animation components, downloadable tools and templates, real-life scenarios, interactive questions to check your learning, and more.

Next, in the *Analysis Modeling* instructor-led classroom training component, you'll learn how to produce high-quality analysis models by using the EBG Requirements Roadmap. You'll learn how multiple analysis models thread together to guide you in efficiently and effectively analyzing your business needs. You'll learn practical techniques for specifying interface requirements and transforming analysis models into requirements specifications. You'll master the essentials of reducing requirements risk and delivering the right product.

This course is endorsed by the International Institute of Business Analysis (**IIBA™**) and aligns with the IIBA's Business Analysis Body of Knowledge (**BABOK®**) applicable tasks and techniques. You'll earn 38 **CDUs** (Continuing Development Units) for completing this blended course.

*The EBG Requirements Roadmap is a set of interrelated models (behavioral, structural, dynamic, and control) at varying levels of detail.

Who Will Benefit

This course is valuable for business analysts, subject matter experts, business rule analysts, application analysts, data or object analysts, data architects, data administrators, project managers, project leaders, and application designers—anyone who is involved in discovering, analyzing, specifying, verifying, and validating business requirements and translating them into software requirements and analysis models. Exposure to general application analysis and analysis modeling is preferable.

Course Length

- 8–12 hours for self-paced curriculum (depending on learner experience and familiarity)

and

- 2 days instructor-led training

Course Materials

The participant's manual includes detailed text and illustrations. The rich, reusable requirements toolset includes a case study and solution, specification templates, worksheets, checklists, and references.

You'll receive a copy of the EBG Requirements Roadmap* and a copy of *The Software Requirements Memory Jogger: A Pocket Guide to Help Software and Business Teams Develop and Manage Requirements*, by Ellen Gottesdiener. During the training you'll constantly leverage the Roadmap and *The Software Jogger* to aid you in understanding requirements and building the analysis models.

Foundation for Requirements Development and Management

(self-paced)

Curriculum Objectives

Course 1: Introduction to Requirements

Before you can successfully develop the requirements for the software product you want to build, you must understand the processes, terms, and roles in requirements development and management. This course will help you master the basics of requirements and requirements engineering for software products.

Objectives

After completing this course, you'll be able to:

- Describe requirements engineering and the activities it involves
- Understand the basic processes of requirements development and management
- Identify the important players and their roles

Course 2: Setting the Stage for Developing Requirements

Before your team begins developing user requirements, you must define the product's business requirements. This course will help you understand how to prepare for requirements development. You'll learn how to define a product vision, create a glossary, and develop a strategy for managing requirements risks.

Objectives

After completing this course, you'll be able to:

- Explain why good preparation is important for effective requirements and software development
- Describe the activities involved in setting the stage for requirements development, including defining a product charter and product vision, creating a glossary, and developing a requirements risk management strategy
- Understand how to create a strategy for mitigating requirements risk and describe the benefits of this strategy

Course 3: Requirements Development: Elicitation

To define software requirements, you must identify the sources for your requirements and then elicit the requirements from them. This course will help you understand the requirements elicitation process and learn about tools and techniques you can use. You'll learn how to create lists of requirements sources, stakeholder category charts, stakeholder profiles, and stakeholder elicitation plans. You'll also learn the steps and key practices for a variety of elicitation techniques,

including user task analysis, facilitated workshops, exploratory prototypes, surveys, and more.

Objectives

After completing this course, you'll be able to:

- Understand the requirements elicitation process and the challenges it presents
- Describe a variety of tools and techniques and understand their purposes and benefits
- Understand the importance of planning stakeholder elicitation and creating a stakeholder elicitation plan

Course 4: Requirements Development: Analysis

Requirements analysis is essential for understanding and prioritizing requirements. This course will help you master requirements analysis by guiding you through its multiple steps. You'll gain an understanding of how to use the EBG Requirements Roadmap tool to articulate multiple requirements models. You'll also learn how to create user models and effectively prioritize and verify requirements.

Objectives

After completing this course, you'll be able to:

- Describe the requirements analysis process and its importance in developing excellent user requirements
- Understand requirements modeling, prioritization, and verification
- Use the EBG Requirements Roadmap and other tools to select requirements models during analysis

Course 5: Requirements Development: Specification

This course covers techniques for writing clear requirements statements and creating a user requirements document and software requirements specification (SRS). This course will help you understand how to elaborate, refine, and organize user and software requirements, transforming them into specifications that completely and accurately describe the software product.

Objectives

After completing this course, you'll be able to:

- Describe the purpose and contents of the user requirements document and the software requirements specification (SRS)
- Understand why requirements specification is important to successful software development
- Use templates (simple syntax and Planguage) to write effective functional requirements and high-quality nonfunctional requirements

Course 6: Requirements Development: Validation

Requirements validation ensures that your requirements are necessary to meet user needs and are sufficiently specified so that product design and development can begin. This course will help you learn about the requirements validation process. You'll master several validation techniques, including reviews, user acceptance tests, model validation, and operational prototypes.

Objectives

After completing this course, you'll be able to:

- Understand the importance of validating requirements
- Describe the requirements validation process
- Select and use specific validation techniques

Course 7: Requirements Management

Requirements management is the process of monitoring the status of requirements and controlling changes. This course will help you understand this process. You'll learn how to baseline requirements, define requirements attributes, establish requirements change control, and trace requirements. You'll also learn about tools that can help with requirements management.

Objectives

After completing this course, you'll be able to:

- Understand the importance of managing requirements and controlling changes to them
- Describe the activities involved in requirements management and the purpose and benefits of each
- Understand the importance and purpose of having a requirements baseline

Course 8: Adapting Requirements Practices

Each project is unique, so you must adapt your requirements practices to best meet the needs of your situation. This course will help you learn how to adapt or customize your requirements practices based on your project's needs. You'll also explore a variety of techniques and processes you can use to improve and adapt your requirements practices. You'll learn how to conduct requirements retrospectives, use the goal-question-metric tool, conduct force field analysis, and more.

Objectives

After completing this course, you'll be able to:

- Understand the importance of adapting requirements practices to fit your project and product
- Describe a process for adapting requirements practices and activities
- Understand the importance of mitigating requirements risks and describe methods for this task

- Use process improvement approaches for requirements development

Analysis Modeling *(instructor-led classroom)*

Course Objectives

- Describe fundamental principles of modeling requirements
 - Identify four model views, and list the models for each view
- Define scope-level user requirements
 - Identify stakeholders
 - Uncover events and responses to establish the basis for functional requirements
 - Draw a context diagram to visualize product boundaries
 - Model conceptual data requirements
 - Visualize the states of a business topic
 - Identify business policies
 - Depict the flow of activities on a process map
- Define high-level and detailed user requirements
 - Define actors
 - Write use case details
 - Write scenarios and stories
 - Model data attributes
 - Understand why business rules are the heart of functional requirements and how to write them at an atomic level
 - Know when to do business modeling and which models to choose
- Navigate the EBG Requirements Roadmap
 - Demonstrate how scope and detailed models interconnect and complement each other to provide a complete set of requirements
 - Identify useful requirements models for acquiring a software package or enhancing software
 - Employ several techniques to verify requirements
 - Define product releases using events, use cases, or stories

Course Outline

Introduction to Requirements

- Requirements types, levels, and documentation
- Requirements quality characteristics

Setting the Stage: Requirements Scope and Elicitation

- EBG Requirements Roadmap
- Project charter, product vision
- Stakeholder categories
- Event-response table
- Context diagram
- Conceptual data model
- Business policies
- Requirements elicitation techniques

Requirements Modeling: The Complete Roadmap

- Actors and use cases
- Use case map and use case packages
- Scenarios and stories
- Atomic business rules, decision tables, decision trees
- Logical data model
- Data dictionary
- States and state diagrams
- Prototypes, dialog maps, and personas
- Business modeling
- Relationship map
- Process map

Roadmap Navigation

- Roadmap navigation strategies
- Requirements for COTS selection
- Requirements for enhancements
- Requirements verification
- Requirements prioritization
- Product releases
- Requirements specification

Requirements Good Practices

- Common requirements risks
- Risk inoculation
- Adapting requirement