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Project Management Institute

MASTERING REQUIREMENTS GATHERING

COURSE OVERVIEW

A proper set of requirements is the backbone of all successful projects. Poor requirements inevitably lead to poor project performance. Requirements provide the essential link between the goal of the project and the design of outputs and products.

This course teaches participants how to elicit, characterize, document, analyze, validate, verify, and manage requirements for new projects, products, and services.

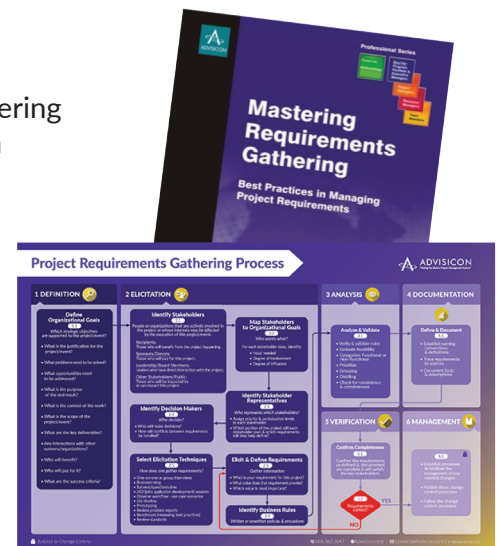
Participants will learn how to define and document high-level business requirements, identify user classes and representatives, select elicitation techniques, differentiate and prioritize functional and non-functional requirements from users, identify business rules, and review and verify project requirements with stakeholders.

WHO SHOULD ATTEND

This course is intended for project managers, project team members, senior managers, business analysts, and any team members responsible for gathering information and required details for project deliverables.

COURSE MATERIALS

You will receive Advisicon's Mastering Requirements course manual—an invaluable reference for those seeking to craft the simplest set of complete and effective requirements. Our electronic tools and templates aid in capturing, prioritizing, and tracking requirements. Our proprietary, poster-quality flowchart is a great resource to visualize the process as a whole & avoid missing steps.



COURSE SIMULATION



We know that *talking* about requirements gathering and actually *doing* the requirements gathering are two different things altogether. This class includes a highly entertaining and effective requirements clarification simulation. This exercise gives participants hands-on involvement with gathering requirements in all stages, real world experience in solving requirements problems, and practice in integrating tools & templates into the requirements process.

COURSE OBJECTIVES

Requirements Elicitation

- Documenting high-level business & strategic requirements

Requirements Role During Execution

- Requirements as the basis for the project's quality assurance program

Requirements Change Control

- Implementing a change control process

Requirements Simulation

- Hands-on involvement with gathering requirements in all stages
- Real world experience in solving requirements problems
- Practice integrating the tools & templates with the requirements management process

Requirements Verification

- Verification with the stakeholders

Requirements Documentation

- Converting flowcharts & use cases to requirements

Requirements Role During Testing & Acceptance

- Requirements validation & fitness for service

Requirements as the Basis for Design

- Verifying business goal achievement in the design

Requirements Analysis

- Modeling complex and unclear requirements



WE ANSWER YOUR PAIN POINTS

I DON'T KNOW WHERE TO START!

Let us guide you through defining the organizational goals and beyond. Discover the exact process to take calm, clear, step-by-step action.

WHO DO I NEED TO GET INPUT FROM?

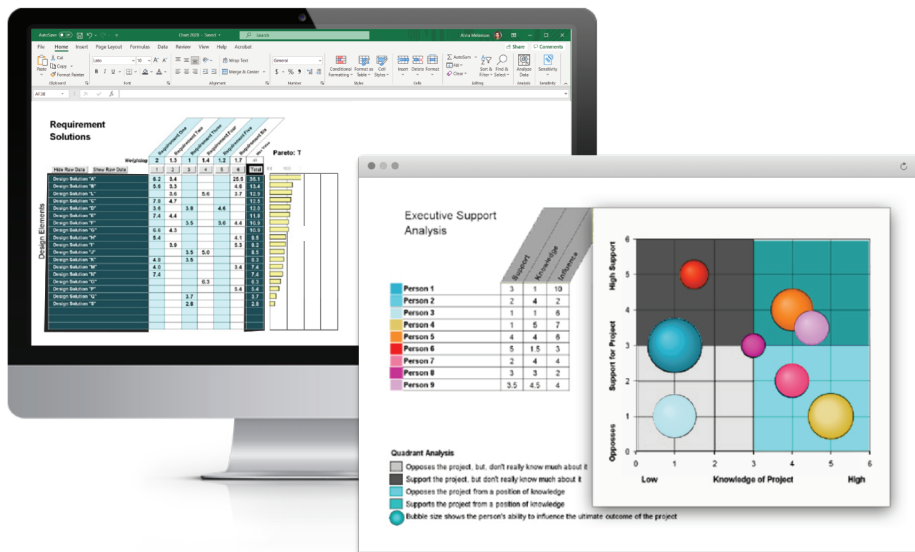
Make sure to figure out what everyone needs and expects in the project. We'll train you to find stakeholders, their representatives, and the other decision makers in the project.

WHAT DO I DO WHEN THE NEEDS CHANGE?

There's no need to panic if you've already created a contingency plan. You won't be caught off guard—simply implement the detailed process you created earlier!

I CAN'T AFFORD TO WAIT TO GAIN MY EXPERTISE.

We're committed to our students coming out of this course with real-life skills. We give you electronic tools & methodology that you can put into action the next day.



COURSE INSTRUCTORS & ACCREDITATION

This course will be taught by an experienced instructor, knowledgeable in the field of project management. Your attendees will obtain key knowledge on how to leverage PM concepts and the Microsoft 365 suite to ensure they're gathering every piece of the requirements puzzle. Advisicon is a registered Global Authorized Training Partner with PMI.



Advisicon's goal is to improve your processes and technologies, thus creating measurable results. For over 30 years, we've successfully helped customers learn, scale, and grow.

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