

## ***Managing Requirements Activities*** ***(BABOK: Rqts Planning, Mgmt, Communication)***

***\_(2 Days)***

Ensure that your requirements activities are efficient and effective!

The BA Body of Knowledge (BABOK) defines the role of the Business Analyst (BA) in ensuring the success of a project's requirements activities. This includes everything from determining the business stakeholders' needs to ensuring that the project meets those needs. Even with the Project manager explicitly plans and manages these activities, the BA's input and cooperation is critical.

This course explains how to plan the project activities for which the BA is responsible. This includes everything from elicitation and analysis of requirements to assessing and validating the project's results against those requirements. It also focuses on how to manage these activities for success and communicate with all of the project stakeholders about the project requirements.

During this course, you will:

- Plan requirements activities
- Identify measures of requirements progress
- Maintain control over requirements activities
- Produce a Requirements Communication plan

Who should attend this course?

- Business Analysts
- Systems analysts
- Project managers
- Team leaders
- Product managers

Course Outline:

### Day 1

- Overview of Requirements Planning, Management and Communication
- Team Roles as they relate to requirements
- Requirements work division strategies
- Identifying and planning for requirements risks
- Requirements planning considerations
- Selecting and estimating requirements activities

### Day 2

- Managing requirements changes and scope creep
- Measuring and reporting requirements progress
- Requirements communication planning
- Managing conflicts among stakeholders