



A Proven Requirements Life Cycle Process

4 – Day Course and Workshop

Course Number: NT-200

DEA's experience working with customers and our continual research in the field has resulted in the compilation of a number of best practices for requirements processes. Our core findings:

- A good process should begin with business process understanding to ensure that the solution meets the business need.
- A good process should deal with the complexity of projects by providing different views of the problem at different levels of detail, depending on the need.
- A good process should include a formal framework of architecture products and text definitions, and their relationships across views.
- A good process should provide structure and answer what models to use, what questions to ask and what artifacts to complete.
- A good process should provide management support by detailing activities and tasks that translate to project plans, and by including guidelines for dealing with change management, project issues, change requests, requirement status and requirement history.

This four-day course describes DEA's *LINKProcess*[™] for business analysis and requirements definition. This process, honed over 15 years of project work, has been tailored to include best practices for the requirements life cycle as outlined above. It begins with an understanding of business need and includes the requirements review cycle and change management. Because we believe that visual models are the best means to capture and communicate complex requirements, *LINKProcess* is a model driven approach.

Our courses are developed and delivered by professionals with extensive hands-on experience in business analysis covering many different industries. We use an integrated case study developed and refined over the last 15+ years to provide a better understanding of how the deliverables support the full Requirements Life Cycle from requirements gathering to test scenarios. Hands-on work sessions provide practice in applying the techniques. The course fully supports the IIBA's Body of Knowledge areas. As the BABOK is updated, our courses are also updated to follow and reflect the industry best practices.



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Course Objectives:

After taking this course students will be able to:

- Understand the concepts, components and framework of DEA's Requirements Life Cycle Process
- Use the IIBA Bodies of Knowledge and apply them to a full Requirements Life Cycle Process
- Understand the activities required of the Business Analyst
- Use techniques to elicit and document requirements from Subject Matter Experts in the most efficient way possible
- Apply guidelines to effectively perform analysis of Subject Matter Experts' "wants and needs" and turn them into quality system requirements
- Understand the benefits of using a model-driven approach
- Build and develop Business Process models
- Build and develop Requirements models, including Use Case models and their descriptions

Who Should Attend:

- Entry-level Business Analysts and their managers
- Self-taught Business Analysts
- Quality Assurance Professionals
- IT Project Managers
- System Analysts interested in expanding their skills to include Business Analysis



A Proven Requirements Life Cycle

4-Day Course Outline

The Requirements Life Cycle Process commences when there is an approved project and a Project Charter that identifies the Business Need, as well as the Business Areas and Business Processes that will be affected. The process should begin with business process understanding to ensure that the solution meets business need.

DEA's LINKProcess™ Requirement Life Cycle

- Why Is a Requirements Life Cycle Important?
- DEA's RLC
 - Framework
 - Architecture
 - The Value of Models
- The IIBA Bodies of Knowledge Areas
- Role of the Business Analyst
- Why Are Requirements Important?

Initiate and Plan the Project

- Work with the Project Manager to assess the project type
- Understand the scope of the project. This includes the Business Areas, Organizations and Business Processes affected.
- Confirm the Business Objectives and Critical Success Factors
- Determine opportunity areas
- Communicate and confirm the scope
- Identify the Project Team
- Determine the activities to be performed and assist the Project Manager in preparing a work breakdown structure.
- Kick off Project

Incorporate a Model Driven Approach

Models (diagrams and their associated definitions) should drive the requirements-gathering process.

- Why Models?
- Overview of the Process
- Business Process Models vs Requirements Models
- Business Process Model Basics
 - Project Context
 - Process Decomposition
 - Process Flow Maps
 - Business/System Relationship
- Requirements Model Basics
 - System Context



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- Use Cases
- Functional Hierarchy
- Data Models
- Prototypes (UI Mockup)
- Worksession: Introduce the Case Study and Build a Project Context Model

Understand the Business Process

Look at the affected Business Processes from different perspectives

- Purpose and Concepts of Business Process Analysis
- How Much Time Should You Spend?
- Who Should You Interview?
- Build a Process Decomposition Diagram
- Identify Business Events for Processes
- Build Process Flow Maps
- As-Is vs To-Be
- Identify Opportunities
- Worksession: Build a Process Decomposition Diagram and a Process Flow Model

Analyze the Requirements for System Functionality

Develop requirements for information systems that support Business Process needs.

- Types of Requirements
 - Business
 - Data
 - Functional
 - User Interface
 - System Interface
 - Non Functional
 - Security
 - Regulatory and more
- Worksession: Identify Initial Requirements for the Case Study
- Use Process Flow Models to Target Required System Use Cases
- Build a Hierarchy of System Use Cases
 - Identify System Events
 - How Many Levels Do You Need?
 - What Do You Need to Define?
- Work with Use Cases
 - What Are Use Cases?
 - Identify Actors
 - Document Boundaries in a Use Case Model
 - Build a Use Case Flow Model for each Use Case
 - Link Business Rules to Use Case Steps
 - Identify Data Used
 - User Interfaces
 - System Interfaces
- Worksession: Build Use Cases and Functional Hierarchy



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Document the Data Needed

- Data Modeling Concepts
 - How Do You Identify Required Data?
- Conceptual and Logical Data Models
 - Entity
 - Relationship
 - Attribute
 - Primary Key
- Worksession: Build an Entity Relationship Diagram

Build Mockups for User Interactions

- When is a Mockup Appropriate?
- How Are Mockups Used? Are they Requirements?
- Tools for Creating Mockups

Use Project Results

- Use Requirements to Build Testing Scenarios, Test Cases and Test Scripts
- Maintain System Documentation from Requirements Specifications
- Use Requirements to Develop an RFP
- Use Requirements to Assess the Magnitude of Development

Establish a Requirements Management Strategy

Requirements Management is a process that manages the changing solution requirements of the system.

- Role of the BA during Design, Build, Test and Deployment
- Tracking Requirements Changes
- Traceability

Wrap up/Summary

- Getting the Requirements Right
- A Process to Follow!