BA04 - Eliciting and Writing Effective Requirements

Category: Project Management & Business Skills | **Vendor:** Various

Duration: 24.00 hours (3 days) **19.5 CPD Hours** **Rating:** ⭐ 4.6 (5,878 reviews)

Course Information

Delivery Format: Instructor Led - Classroom

Course Overview

With elicitation serving as a major component of the requirements process, it is imperative that business analysts maintain high competency levels in elicitation practices and technique use to help organizations overcome the requirements related challenges faced on projects. Regardless whether you are a practitioner just starting off your career in business analysis or whether you have been performing the role for some years, this course will provide insight into the latest thoughts on elicitation and writing effective requirements and present a number of current techniques that are being applied on projects across industries today.

About This Course

With elicitation serving as a major component of the requirements process, it is imperative that business analysts maintain high competency levels in elicitation practices and technique use to help organizations overcome the requirements related challenges faced on projects. Regardless whether you are a practitioner just starting off your career in business analysis or whether you have been performing the role for some years, this course will provide insight into the latest thoughts on elicitation and writing effective requirements and present a number of current techniques that are being applied on projects across industries today.

Who Should Attend

This course is intended for beginner to intermediate business and requirements analysts who are looking to improve their elicitation and requirements writing and documentation skills. This course is also a great fit for technical writers, product and software testers, project managers, product owners who work closely with business analysts or who perform some for of business analysis themselves.

Learning Outcomes

Upon successful completion of this course, participants will be able to:

Understand the role of the business analyst and core competencies for performing successfully

Discuss the criticality of business analysis and requirements for successful project outcomes

Understand the main professional associations and standards supporting business analysts in the industry

Discuss the common problems with requirements and explore approaches to address these issues

Obtain a clear understanding of the various requirements types and the significance for eliciting each type

Demonstrate your ability to identify stakeholders

Explore various methods for understanding and analyzing stakeholders

Discuss and apply good planning practices to requirements elicitation efforts

Obtain knowledge and understanding of over 15 current and commonly applied elicitation techniques

Understand how to progress from elicitation to analysis to documentation

Write well-formed and validated requirements

Gain understanding of the best practices for writing quality requirements

Learn the technical writing techniques that apply directly to writing requirements documents

Discuss writing pitfalls, risks that impact requirements, and how to address them

Learn best practices for communicating and collaborating with stakeholders, sharing the results of elicitation and the resulting documentation

Learn approaches for validating requirements

Understand the difference between validating requirements and validating the solution

Detailed Course Outline

Review of Foundational Concepts

- Definition of a business analysis
- Definition of business analyst
- BA role vs. PM role
- Business analysis competencies
- Benefits of business analysis
- Purpose for having a BA standard
- IIBAs BABOK®© Guide and PMIs Practice Guide in Business Analysis
- Business analysis core concepts
- Discussion: Project challenges

Understanding Requirements

- Common problems with requirements
- Understand the problem first
- Define the business need
- Situation statements and moving to requirements
- Understanding requirement types
- Business requirements
- Stakeholder/User Requirements
- Solution Requirements
- Functional Requirements
- Non-Functional Requirements
- Assumptions and Constraints
- Discussions: Requirement problems, business needs, and identifying non-functional requirements

Discovering Stakeholders

- Definition of a stakeholder
- Stakeholder types
- Identifying stakeholders
- Performing stakeholder analysis
- Stakeholders and requirements
- Tips for identifying stakeholders
- Grouping stakeholders
- Creating a RACI model
- Tips for analyzing stakeholders
- Documenting results of stakeholder analysis
- Workshop: Discovering stakeholders

Preparing for Requirements Elicitation

- Planning for elicitation
- Benefits of elicitation planning
- What do you plan
- The elicitation plan
- Setting objectives for elicitation
- Determining the scope for elicitation
- Establishing pre-work
- Determining the outputs for the session
- The iterative nature of elicitation
- Elicitation roles
- Elicitation planning techniques
- Discussions: Who to involve in elicitation, planning impacts, and unplanned elicitation
- Workshop: Planning for elicitation

Conduct Requirements Elicitation

- Elicitation skillset
- Types of elicitation techniques
- Using active listening in elicitation
- Techniques for performing elicitation
- Benchmarking/Market Analysis
- Brainstorming
- Business Rules Analysis
- Collaborative Games
- Concept Modeling
- Data Mining
- Data Modeling
- Document Analysis
- Focus Groups
- Interface Analysis
- Interviews
- Observation
- Process Modeling
- Prototyping
- Survey or Questionnaire
- Workshops

Write Effective Requirements

- Elicitation and Analysis
- Requirements related issues
- Implications of bad requirements
- Elicitation and documentation
- Writing skillset
- Documenting requirements
- Modeling requirements
- Defining the project life cycle
- Impact of project life cycle on documentation
- Requirements specifications
- Characteristics of good requirements
- Guidelines for writing textual requirements
- Structuring a requirement
- Writing pitfalls
- Traceability
- Requirements attributes
- Risks associated to requirements
- Discussions: Project Life Cycle and Correcting Poorly Written Requirements
- Workshops: Documenting Requirements and Identify Characteristics of Good Requirements

Confirm and Communicate Elicitation Requirements

- Business analysis communication
- Requirements communication
- Communication skills
- The 7 Cs
- Timing of communication
- Planning communication
- Importance of Collaboration
- Planning collaboration
- Documenting communication/collaboration needs
- Confirming elicitation results
- Verify requirements
- Characteristics of good requirements (revisited)
- Requirements checklist
- Requirements validation
- Signing off on requirements
- Discussions: Responsibility for Communication, Eliciting Communication Needs, Validation
- Signoff
- Workshops: Communicating Requirements and Obtaining Signoff

Evaluate the Solution

- Business analyst role in solution evaluation
- Why solutions under perform
- What we are looking for in solution evaluation
- When does solution evaluation occur
- Performing solution evaluation
- Planning solution evaluation
- Metrics that might exist
- Evaluating long term performance
- Qualitative vs. quantitative measures
- Tools & techniques used in solution evaluation
- Comparing expected to actuals
- When solution evaluation discovers a variance
- Tools/techniques for analyzing variances
- Proposing a recommendation
- Communicating results of solution evaluation
- Discussion: Addressing Variance

Wrap up and Next Steps

- Useful books and links on writing effective requirements
- BABOK®© Guide
- Business Analysis for Practitioners: A Practice Guide

Additional Course Details

Nexus Humans BA04 - Eliciting and Writing Effective Requirements training program is a workshop that presents an invigorating mix of sessions, lessons, and masterclasses meticulously crafted to propel your learning expedition forward.

This immersive bootcamp-style experience boasts interactive lectures, hands-on labs, and collaborative hackathons, all strategically designed to fortify fundamental concepts.

Guided by seasoned coaches, each session offers priceless insights and practical skills crucial for honing your expertise. Whether you're stepping into the realm of professional skills or a seasoned professional, this comprehensive course ensures you're equipped with the knowledge and prowess necessary for success.

While we feel this is the best course for the BA04 - Eliciting and Writing Effective Requirements course and one of our Top 10 we encourage you to read the course outline to make sure it is the right content for you.

Additionally, private sessions, closed classes or dedicated events are available both live online and at our training centres in Dublin and London, as well as at your offices anywhere in the UK, Ireland or across EMEA.

Frequently Asked Questions

Q: What delivery options are available for BA04 - Eliciting and Writing Effective Requirements?

We offer multiple delivery formats:

- Live Instructor-Led Classroom Online (Virtual/Live Online)
- Traditional Instructor-Led Classroom Training (ILT)
- On-site delivery at your offices anywhere in United Kingdom
- Private dedicated courses customized for your team

Q: How many CPD hours does this course provide?

The 3-day BA04 - Eliciting and Writing Effective Requirements course provides up to 19.5 CPD hours of structured learning. CPD certificates can be provided upon request.

Q: What is the duration of the BA04 - Eliciting and Writing Effective Requirements training?

The training takes place over 3 day(s), with each day lasting approximately 24.00 hours including breaks for lunch and refreshments.

Q: Do you provide corporate training for BA04 - Eliciting and Writing Effective Requirements?

Yes, we provide corporate training, dedicated training, and closed classes for BA04 - Eliciting and Writing Effective Requirements. Training can take place anywhere in United Kingdom including London, Manchester, Birmingham, Edinburgh, or live online allowing teams from across United Kingdom or internationally to attend.

Q: Why choose Nexus Human for BA04 - Eliciting and Writing Effective Requirements?

Nexus Human is recognized as one of the leading training providers. Our trainers have won multiple awards including:

- Small Firms Best Trainer Award
- National Training Partner of the Year (Ireland) - Multiple Years
- Global Top 30 Instructor Awards (2012, 2019, 2021)
- Tech Excellence Award Nominations
- Learning Performance Institute (LPI) External Training Provider Sponsor 2024

Q: Are there any discount codes available?

Yes! Use discount code **PENPAL5** when booking your BA04 - Eliciting and Writing Effective Requirements training. Please note that only one discount code can be used per booking and cannot be combined with other special offers.

Nexus Human

Professional Training & Development

Email: info@nexushuman.com

Website: www.nexushuman.com

Phone: +353 1 889 8700 (Ireland) | +44 20 8142 8961 (UK)

© 2026 Nexus Human. All rights reserved. This brochure was generated on 14/11/2026.