# BA27 - Writing and Managing 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

This course provides students a clear understanding of all the facets of the business analysis role, including a thorough walkthrough of the various domain/knowledge areas that comprise the business analysis profession. Students are provided an opportunity to try their hand at several business analysis techniques to assist with improving their skills in stakeholder identification, scope definition, and analyzing, documenting, and modeling requirements.

## About This Course

This course provides students a clear understanding of all the facets of the business analysis role, including a thorough walkthrough of the various domain/knowledge areas that comprise the business analysis profession. Students are provided an opportunity to try their hand at several business analysis techniques to assist with improving their skills in stakeholder identification, scope definition, and analyzing, documenting, and modeling requirements.

## Who Should Attend

This course is intended for intermediate to advanced Business Analysts who are looking to improve their skills for eliciting, analyzing, documenting, validating, and communicating requirements.

## Learning Outcomes

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

Obtain a thorough understanding of the core responsibilities of the business analyst
Understand the main professional associations and standards supporting business analysts in the industry
Discuss and explore the components of each of the domains/knowledge areas that comprise the work of business analysis
Recognize the importance of properly defining the business need prior to engaging in requirements activities
Formulate a strong understanding of the concepts that comprise strategy analysis
Obtain experience with identifying and analyzing stakeholders
Decipher between project and product scope and successfully use models to communicate scope
Thoroughly understand and identify the various requirements categories and be able to recognize requirements of various types
Explore business rules analysis
Understand the benefits of process modeling and the common modeling language of BPMN
Discuss process models and how the techniques can capture details about the as-is/to-be environment
Learn how to properly prepare and conduct interviews
Explore the components of use cases
Learn what it means to package requirements
Obtain hands-on experience with a number of business analysis techniques and gain hands-on experience eliciting, defining, and writing requirements.

## Detailed Course Outline

### Introduction to Business Analysis

- What is business analysis
- Benefits and challenges of business analysis
- Project success factors

### A Closer Look at the Business Analyst Role

- Definition of a business analyst
- Responsibilities of a business analyst
- Importance of communication/collaboration
- BA role vs. PM role
- Project roles involved in requirements
- IIBA/PMI and the goals of a professional association
- Purpose for having a BA standard
- IIBAs BABOK®© Guide and PMIs Practice Guide in Business Analysis
- Business analysis beyond project work
- Business analysis core concepts
- Business analysis perspectives
- IIBA and PMI certifications for business analysts
- Workshop: Choose Your Project

## Supporting the Project Portfolio (Enterprise Analysis)

- Define Strategy Analysis
- When to perform Strategy Analysis
- Components of Strategy Analysis
- Defining the business need
- Envisioning the Product and Project
- Defining business requirements
- The importance of stakeholders
- Stakeholder identification
- Tips for analyzing stakeholders
- Techniques for managing stakeholder lists
- Discussion: Who is involved in strategy analysis
- Workshops: Define the Business Need, Write Business Requirements, and Identify Stakeholders

## Understanding and Defining Solution Scope

- Defining solution scope
- Techniques for defining solution scope
- Applying the brainstorming technique
- Project scope vs. Product scope
- Finding solution boundaries
- The Context Diagram
- Actors and key information
- Workshop: Draw a Context Diagram

## Understanding Requirements

- What is a requirement
- Requirement types
- Business, Stakeholder, Solution, and Transition requirements
- Assumptions and constraints
- Business rules
- Taxonomy of business rules
- Decision tables
- How to write simple calculations
- Requirements vs. business rules
- Document requirements
- Workshop Document Requirements

## Elicitation and Process Modeling

- Why do we model processes
- What is Business Process Management
- Using a modeling notation
- As Is vs. To Be modeling
- Why use BPMN
- Basic BPM notation
- Business Process Modeling A case study
- Business Process Realignment
- As Is vs. To Be activity diagrams
- Workshop: Create a Business Process Model

## Planning & Eliciting Requirements

- Interviewing what and why
- Preparing for an effective interview
- Types of questions to ask
- Sequencing questions
- Active listening techniques
- Planning for elicitation
- Conducting the interview
- Establishing rapport
- Active Listening
- Feedback techniques
- Types of elicitation techniques
- Workshops: Planning for Elicitation and Conducting an Elicitation Session

## Use Case & User Story Analysis

- What is an Actor
- Types of Actors
- How to find Use Cases
- Diagramming Use Cases
- Tips on naming Use Cases
- Explaining scenarios
- The use case template
- Components of a use case
- Scenario examples
- Best practices for writing Use Cases
- Scenarios and flows
- Alternate and exception flows
- Exercises: Drawing a Use Case Diagram, Writing the Main Success Scenario, and Writing Alternate and Exception Scenarios

## Analyzing & Documenting Requirements

- Requirements and Use Cases
- Non-Functional requirements
- User Interface Requirements
- UI Data Table
- Reporting requirements
- Data requirements
- Data accessibility requirements
- Characteristics of good requirements
- The business requirements document (BRD)
- BRD vs. Functional Requirements Specification
- Preparing the requirements package
- Requirements traceability
- Workshops: Develop a User Interface, Analyzing Requirements, and Tracing requirements

## Additional Resources

- Useful books and links on writing effective requirements

# Additional Course Details

Nexus Humans BA27 - Writing and Managing 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 BA27 - Writing and Managing 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 BA27 - Writing and Managing 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

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### Q: How many CPD hours does this course provide?

The 3-day BA27 - Writing and Managing Effective Requirements course provides up to 19.5 CPD hours of structured learning. CPD certificates can be provided upon request.

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### Q: What is the duration of the BA27 - Writing and Managing 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.

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### Q: Do you provide corporate training for BA27 - Writing and Managing Effective Requirements?

Yes, we provide corporate training, dedicated training, and closed classes for BA27 - Writing and Managing 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.

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### Q: Why choose Nexus Human for BA27 - Writing and Managing 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

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### Q: Are there any discount codes available?

Yes! Use discount code **PENPAL5** when booking your BA27 - Writing and Managing 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

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