

ABN 901 301 89892

Suite 4, 281 Pacific Highway  
North Sydney  
Australia NSW 2060

p +61 2 8001 6601

www.projectminds.com.au

# Requirements Elicitation, Analysis and Documentation

Getting the requirements right is essential. Too often people jump to the solution without properly defining the problem. This course provides, through a progressive case study, the opportunity to develop skills and techniques in eliciting, analysing, documenting and confirming the requirements.

## Abstract

Studies have shown that a major portion of the errors found during testing can be directly attributed to inadequacies in the definition of requirements. Furthermore, the cost of correction is much greater if not picked up until later. Getting the requirements right requires application of knowledge, skills and techniques and it needs to be performed quickly and efficiently.

This course is in line with the approach defined in IIBA's BABOK® (Business Analysis Body of Knowledge) and is delivered by one of Australia's first Certified Business Analysis professionals (CBAP®).

## Who should attend

This course is designed for those who need to develop their skills in determining requirements. Typically this includes Business Analysts, Systems Analysts and Project Managers. Business Managers, consultants and marketers will also find this course useful.

## Pre-requisites

Familiarity with business analysis fundamentals (refer Project Minds BA fundamentals course) plus some experience undertaking Business Analysis activities.

## Objectives

- Know how to organise the requirements determination activities
- Be familiar with the methods available to elicit requirements and know when to use each method
- Understand how to analyse the information gathered to specify requirements
- Know various methods of documenting requirements and the relative merits of each
- Know how to validate and verify requirements

## Syllabus

The course is centred on a major case study that progressively examines the following business analysis areas

- Planning and organising the requirements determination activities
- Applying requirements elicitation methods
- Scheduling and planning interviews
- Interviewing and questioning techniques
- Analysing the findings
- Applying various methods in specifying the requirements
- Confirming the requirements

Course Length: 2 days  
Course Code: READPMC2  
PDU: 14



Project Minds is an International Institute of Business Analysis (IIBA) Endorsed Education Provider. IIBA and the IIBA logo are trademarks owned by the International Institute of Business Analysis.



As a PMI Registered Education Provider (R.E.P.) Project Minds has agreed to abide by established quality assurance criteria. The PMI Registered Education Provider logo is a registered mark of the Project Management Institute, Inc. PMI is a registered mark of the Project Management Institute, Inc. CAPM and PMP are registered marks of the Project Management Institute, Inc.