

## TRAINING COURSE DESCRIPTION

## REQUIREMENTS PLANNING AND MANAGEMENT

Course Length: 1 Day  
Level: Intermediate / Experienced

It is well known that poor requirements planning and management is often a major underlying cause of project failure – schedule and budget overruns, solutions that offer little business value and scope creep. It is imperative for the success of projects that requirements activities are well planned and well managed.

This course teaches the approach and considerations for undertaking requirements planning and management. This means starting with the end in mind and explicitly agreeing the requirements management approach in areas such as requirement activities, attributes, artefacts, traceability. It also includes identifying people involved in requirements management, requirements governance, and managing of scope and requirements change.

This course is endorsed by the International Institute of Business Analysis and aligns to the Business Analysis Body of Knowledge® Version 2.0. This course contributes 8 CDUs towards your CBAP® application / continuing development - use the IIBA® course code E031-008.

### Course objectives

Following the completion of this course, students will be able to:

- Understand the success factors of the requirements activities and how to manage them
- Identify roles and responsibilities in requirements planning and management
- Agree and document a requirements management plan
- Estimate and report on requirements management activity
- Manage requirements changes and scope changes

### Course syllabus

#### Introduction

- Overview of requirements planning and management
- Why undertake requirements planning and management
- Requirements planning and management process

#### People in Requirements Planning and Management

- Success with people – stakeholders, project team, BA team
- Engagement and communication

#### Defining the Requirements Approach

- Defining requirements approach to activities, techniques, artifacts, deliverables, common information repositories, prioritisation, attributes, traceability, tracking, tools, risks, and issues
- Documenting the requirements approach in a requirements management plan

#### Ensuring Quality in Requirements

- Implementing a requirements quality framework
- The quality process

#### Defining Requirements Governance

- Agreeing decision types and decision makers in governance process
- Sign-on and sign-off

## Managing Scope and Requirements Change

- Scope and change management
- Change control process
- Configuration management

## Bringing it all Together

- Requirement planning and management activities in a typical project lifecycle
- Post implementation review

## Audience

This course is targeted at Business Analysts, Senior Business Analysts and Project Managers who have responsibility for requirements planning and management. It is most suitable to intermediate and experienced business analysts and project team members who already have a strong understanding of basic requirements elicitation and documentation disciplines.

## Related courses

- Introduction to Business Analysis
- Requirements Analysis Framework
- Requirements Elicitation
- Requirements Workshop Facilitation
- Business Process Modelling
- Software Requirements with Use Cases
- Enterprise Analysis Overview

## Prerequisites

Given the stated audience above, all attendees should:

- Have attended the Equinox 'Requirements Analysis Framework' course AND
- Have either a minimum of 18 months experience in eliciting and document requirements OR have attended the Equinox courses 'Requirements Elicitation' and 'Software Requirements with Use Cases'.