

Requirements Management

Identifying and agreeing clear, unambiguous requirements provides a foundation for the successful delivery of a project. Many projects fail to do this effectively and do not gain agreement of the project's requirements with key stakeholders. This can lead to increased change requests, unnecessary rework, a frustrated project team and importantly dissatisfied stakeholders at the end of the project when some may feel their expectations have not been met. This 1-day event is designed to develop the skills that will help create good requirements and their delivery. It covers the end to end process of requirements management from early identification and agreement of requirements through to sign-off and acceptance against requirements at the end of the project.

Course duration

1 day.

Who should attend?

Project managers, project planners, programme and project office staff, work package managers and anyone involved in requirements management.

Course content

The course will cover:

- The importance of requirements
- The different types of requirements
- The requirements management process
- The challenge of getting good requirements
- Techniques for engaging the stakeholders
- Gathering requirements
- Articulating requirements
- How to analyse, justify and baseline requirements
- System requirements and system design
- Protecting the requirements
- Testing and accepting the requirements

Pre-requisites

Some hands-on experience and involvement with projects or programmes is useful but not essential.

Course style

This course is highly participative using exercises, a scenario and practical work.

Further information: For prices on public or in-house events, more information, discuss a tailored course or to discuss the most appropriate Provek learning format to suit your needs, please contact Erica Gassor on 01635 524610 or erica.gassor@provek.co.uk or visit our website at: www.provek.co.uk

Course objectives

Delegates will be able to:

- Appreciate the importance of requirements management in delivering project success
- Understand how to apply an effective requirements management process
- Understand the different factors and criteria to be considered when identifying and agreeing requirements
- Appreciate the importance of managing stakeholder expectations regarding project requirements from start to finish through a project
- Understand the application of formal change control with respect to baselined requirements in order to avoid scope / requirements creep
- Understand how to handle different requirement definition situations such as where a client has specified details requirements versus where you have to define requirements from a blank page.

