

| Number | Course Name | Days | PDU's | Cost |
|--------|---------------------------------|------|-------|-------|
| DPR | Developing Project Requirements | 2 | 14 | \$895 |

See www.softkeyinc.com/pmu.php for course schedule.

Developing accurate and complete requirements is essential in managing the scope of a project. It also ensures that the product or service requested meets the need for which it was produced. This two-day workshop teaches the participant how to define and gather business requirements as well as how to track and manage them. It teaches the importance of keeping the ultimate customer involved in the requirements gathering process as well as the project. The course is geared to information technology professionals and is essential for project managers. The workshop includes practical exercises and a class book for each student.

Topics:

- ▶ Context of requirements
- ▶ Goals and objectives
- ▶ Requirements definition
- ▶ Requirements gathering
- ▶ Tracking & managing change
- ▶ Facilitation techniques
- ▶ Requirements checklists
- ▶ User relationship matrix
- ▶ Business process flows
- ▶ Use cases and prototypes
- ▶ Function/value matrix
- ▶ Interview questions
- ▶ Requirements checklists
- ▶ Requirements matrix

At the end of this course you will understand:

- ▶ The context of project requirements
- ▶ Requirements development and requirements management
- ▶ Characteristics of well defined requirements
- ▶ Pitfalls in defining customer requirements
- ▶ Scope, risk and change management
- ▶ Techniques for defining and gathering project requirements
- ▶ Facilitation techniques and how to lead a requirements gathering session
- ▶ Developing high level use cases





- ◆ Tools for prioritizing requirements by function and value
- ◆ Tools for tracking requirements and managing changes
- ◆ Prototyping and traceability

