

# Mastering Project Requirements

## INTRODUCTION

- Project Management is the management of change, but this only works with pre-agreed “goals” and “boundaries” to set the rules of engagement. Requirements Management defines the project and provides a framework to see that those requirements are successfully tracked and completed through all phases of the project. In simple terms, we lay out the project details then analyze the triple constraints of time, cost and performance.
- This training course provides proven requirement management techniques and begins by exploring the challenges encountered when gathering requirements. This training course will progress by exploring the bigger picture, understanding what is needed from a strategic perspective, consider operational or tactical requirements. Best-practice standards available will be considered to help establish a framework for your project requirements. Let’s start to develop the appropriate skills to gather, define, agree, and master Project Requirements.

This training course will highlight:

- How to improve chances of achieving all project requirements
- Appropriate documentation for requirements management
- Why requirements management is an excellent basis for handling changes to the project
- How initial requirements, and changes to them, can be better understood by all parties and are validated at proper levels of authorisation
- The importance of developing a clear understanding of requirements & developing and maintaining requirements plans and standards
- Build respect among client groups as someone who delivers

## OBJECTIVES

- Define product and project requirements
- Understand the roles of both the Requirements Analyst and the Project Manager.
- Understand the importance of the strategic nature of requirements management and a solution upon the client's business.
- Understand the tactical process of requirements gathering from Initialization to Requirements Baseline.
- Learn to manage baseline requirements via verification, validation & change control.
- Uncover best practices in the discipline of requirements management.
- Utilize project templates necessary for proper requirements management

## TRAINING METHODOLOGY

- Participants will receive a thorough training with the Tutor utilising a variety of proven adult learning teaching and facilitation techniques. Training methodology includes an insight into industry best practice project management delivery tools and processes. The training course uses an applicable case study and includes group discussion and critical analysis of actual projects.

## ORGANISATIONAL IMPACT

- The approach of this training course is to define what project requirements are, how to gather and document them, what to document, and how to track them throughout the project. This will benefit any project organisation to satisfy and keep clients.

The organization will attain the following benefits:

- Increasing their project requirement knowledge base
- Enhancing their strategies and practices to optimise project planning and execution
- Expanding their existing Portfolio and Attracting new clients
- Increasing the efficiency of their project teams
- Improving key performance indicators and success rates
- Maintaining corporate values and achieving objectives

## PERSONAL IMPACT

Gain the key skills required in all aspects of requirements management. This will be beneficial to project managers who wants to stand out as someone who delivers exactly what the client wants. Understand how to deliver project management excellence and avoid project management mediocrity. Gain an understanding how to:

- Deliver projects instinctively,
- Prioritize key requirements to be focused on first,

- Identify and manage deviations from scope effortlessly
- Know what it is to put the clients' needs first

## **WHO SHOULD ATTEND?**

This training course is suitable to a wide range of professionals but will especially benefit:

- Programme and project managers
- Project support managers
- Senior project control professionals with responsibility for managing project schedules and costs
- Project Engineers, Lead Engineers
- Procurement
- PMO personnel
- Requirements Analysis

## **Course Outline**

### **The Trouble with Incomplete Requirements**

- When Requirements are not Clear or Complete
- Product Requirements Defined
- Project Requirements Defined
- The Role of the Requirements Analyst
- The Project Manager's Role in regards to Requirements
- Requirements Phase Documentation

### **The Strategic Point of View – Requirements and Client Vision**

- Why Client Vision is Necessary towards Requirement and Project Success?
- Attentive Listening
- Benefits of Attentive Listening
- Steps to Attentive Listening
- Socialization to the Requirements Process
- Wants vs. Needs

### **The Tactical Point of View – The Requirements Process and Activities**

- Requirements Initialization
- The Outputs of Project Initiation
- Plan Initial Interviews Elicitation - How to Ask Questions.
- Analysis and Specifications Development
- Requirements Review Process
- Requirements Baselineing, Verification and Validation
- Use of Automated Requirements Traceability Tools
- Risks Related to a Requirements Process

## Requirements Best Practices

- Best Practices in Requirements Management
- The Requirements Database Best Practices
- The Requirements Definition Best Practices
- The Work Breakdown Structure Best Practices.
- The Requirements Traceability Matrix Best Practices
- Traps to Avoid When Implementing a Requirements Process

## Managing Requirements...and Expectations

- Expectation Setting Prior to Baseline
- Project Change Control
- Benefits and Agreement to the Change Management Process
- Contractual Implications
- Managing Expectations once the Baseline Has Been Established
- Implementing an Effective Project Change Control Process
- Managing Requirements Risk
- Maneuvering Political Waters