ATTACH THESE PAGES AFTER THE WORKBOOK FROM THE
PLAN THE PROJECT COURSE

v1.0

# The BA Guide’s Business Analysis Process

#

What are the main concepts taught in this course?

## Understanding Requirements

What are requirements, what do they look like, and why are they important?

Are there significant differences between Project vs Product Requirements? If so, what are they?

What are the four levels of requirements and what makes each of them unique?

What are the most popular types of requirements and how are they defined?



#  is the process of extracting or drawing forth information.

To elicit or to gather, what is the difference?

Complete the Venn diagram to show the correlation of Customers to Stakeholders to Users.
And then provide some explanation or examples of each

## Your Stakeholder’s Perspective

What are some of the common expectations project stakeholders have?

Why are meeting these expectations important?

What are some of the common fears project stakeholders have? How can you overcome them?

**Requirement Process**



 **Requirement Elicitation Process**

What is the Requirement Elicitation Process and why is it important?

## Breaking down the Requirement Elicitation Process

# Step 1:

# Step 2:

# Step 3:

Step 4:

## Useful Supporting Documents

What is a Parking Lot, how is it used, and why is it beneficial to your project?

What is a Term Glossary, how is it used, and why is it beneficial to your project?

## Requirement Elicitation Technique: Document Analysis

**Prepare Notes:**

1. Finalize the topic and scope of the elicitation

1. Identify any additional participants

1. Analyze participants –

 Language, expertise, location, and influence.

1. Determine logistics –
 Session (length, time, location, resources)
 Participants (communication channel, roles)
 Resources (equipment, tools)

1. Establish the end result / output

1. Find and create supporting documents

1. Define elicitation notes medium

1. Provide stakeholders with their invitation –

 Topic, goals, logistics, and end result for the session

1. Identify and evaluate risks

**Conduct Notes:**

**Confirm Notes:**

**Best Practice Notes:**

## Requirement Elicitation Technique: Observation

**Prepare Notes:**

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**Conduct Notes:**

**Confirm Notes:**

**Best Practice Notes:**

## Requirement Elicitation Technique: Brainstorming

**Prepare Notes:**

1. Finalize the topic and scope of the elicitation

1. Identify any additional participants

1. Analyze participants –

 Language, expertise, location, and influence.

1. Determine logistics –
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 Participants (communication channel, roles)
 Resources (equipment, tools)

1. Establish the end result / output

1. Find and create supporting documents

1. Define elicitation notes medium

1. Provide stakeholders with their invitation –

 Topic, goals, logistics, and end result for the session

1. Identify and evaluate risks

**Conduct Notes:**

**Confirm Notes:**

**Best Practice Notes:**

## Requirement Elicitation Technique: Questionnaire / Survey

**Prepare Notes:**

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 Participants (communication channel, roles)
 Resources (equipment, tools)

1. Establish the end result / output

1. Find and create supporting documents

1. Define elicitation notes medium

1. Provide stakeholders with their invitation –

 Topic, goals, logistics, and end result for the session

1. Identify and evaluate risks

**Conduct Notes:**

**Confirm Notes:**

**Best Practice Notes:**

## Requirement Elicitation Technique: Interview

**Prepare Notes:**

1. Finalize the topic and scope of the elicitation

1. Identify any additional participants

1. Analyze participants –

 Language, expertise, location, and influence.

1. Determine logistics –
 Session (length, time, location, resources)
 Participants (communication channel, roles)
 Resources (equipment, tools)

1. Establish the end result / output

1. Find and create supporting documents

1. Define elicitation notes medium

1. Provide stakeholders with their invitation –

 Topic, goals, logistics, and end result for the session

1. Identify and evaluate risks

**Conduct Notes:**

**Confirm Notes:**

**Best Practice Notes:**

## Requirement Elicitation Technique: Requirement Workshop

**Prepare Notes:**

1. Finalize the topic and scope of the elicitation

1. Identify any additional participants

1. Analyze participants –

 Language, expertise, location, and influence.

1. Determine logistics –
 Session (length, time, location, resources)
 Participants (communication channel, roles)
 Resources (equipment, tools)

1. Establish the end result / output

1. Find and create supporting documents

1. Define elicitation notes medium

1. Provide stakeholders with their invitation –

 Topic, goals, logistics, and end result for the session

1. Identify and evaluate risks

**Conduct Notes:**

**Confirm Notes:**

**Best Practice Notes:**

## Understand and Elicit Requirements - Final Thoughts

What is the difference between eliciting requirements in an Agile versus non-Agile project?

What is the best way to become more fluid and knowledgeable in elicitation?



CONGRATS ON COMPLETING THE

UNDERSTAND AND ELICIT REQUIREMENTS COURSE!

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