

# Documenting Business Requirements

Successful IT professionals must continually improve their existing skills and develop new complementary ones.

They need to bridge the communications gap and speak, as well as write, the language of business. The Business Requirements Course is designed to provide participants with tools and techniques to improve their skills in gathering and documenting correct, clear, concise and comprehensive business requirements.

The first hurdle many projects face is identifying and communicating the unique set of business requirements needed to manage both the process and client expectations. While specific requirements change from project to project, the process for establishing them should be standard and reusable.



This workshop introduces IT professionals to proven methods of gathering and presenting this information. Through a combination of discussion, writing exercises and information-gathering techniques, participants will take away effective tools for identifying, documenting and validating business requirements.

## Learning Objectives:

- Utilize tools to gather and communicate user requirements
- How to effectively describe business goals in business terms
- Improving fundamental communication skills
- Drilling down to uncover missed, misstated or misunderstood requirements
- Gain techniques for defining project scope
- Basics of estimating cost
- Identifying benefits, risks and options
- Learn how to validate requirements
- Learn how to create a business requirements document that is valuable throughout the life of the project
- Learn and apply the 3 C's of presentation
- Learn how to write an Executive Summary

**Target Audience:** All, no pre-requisites required

**Duration:** 2 days