



# Requirements Definition



**Description:** **Requirements Definition** explores what is needed to bridge the gap between what clients want from software systems and what actually gets delivered. Although most development staff receive training in requirements diagramming techniques, few know how to systematically gather the information needed to build these models. Requirements Definition introduces the Solutions Life Cycle (SLiC) phases and how they interact with project management. A variety of techniques and their guidelines are identified and demonstrated for gathering and presenting the different levels of requirements. The work products from the Requirements Definition phase are introduced and their purpose and content are reviewed.

**Duration:** 3 days

- Learning Objectives:**
- List and describe the SLiC phases—the purpose and completion criteria for each phase, and the relationship to the Project management process.
  - Use the SLiC phases and workproducts as building blocks to create a project work breakdown structure and plan that is appropriate for the type of project.
  - Describe how requirements are used throughout the project and note the pitfalls associated with poor requirements.
  - Recognize the appropriate level of requirements detail needed at each point in the SLiC. Differentiate between true requirements and design decisions made too early.
  - Know what to look for in existing project management documentation to help jump-start the project requirements.
  - Identify different techniques for gathering and presenting requirements and state the pros and cons of each.
  - Describe the purpose and contents of the work products in the SLiC Approach phase.
  - Describe the purpose and contents of the work products in the SLiC Requirements phase. Know what skill sets are needed to create these workproducts, depending on the project type. Create a traceability matrix based on the work so far.
  - Know how to adapt the SLiC on-line templates for use on small or large projects and on projects of different types.

**Suggested Audience:** This seminar has been designed for software professionals, project managers, developers, data analysts, and data administrators who are interested in improving their approach to requirements definition.

**Prerequisites:** Participants should have a general understanding of the project management life cycle. Experience as a team member on a software development project.

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**Topics  
Covered:**

**Introduction**

**Collecting Requirements**

- Requirements Difficulties
- Requirements Documentation
- Levels of Requirements
- Collecting Conceptual Requirements
- Collecting High Level Requirements
- Collecting Detailed Requirements
- Collecting Requirements Key Points

**The SLiC Framework**

- Project Management and the Solutions Life Cycle
- What is a Life Cycle?
- Solutions Life Cycle (SLiC)
- PM and SLiC Phases
- SLiC Work Products
- Project Types
- Using SLiC to Create the WBS
- SLiC Framework Key Points

**The Solution Approach Phase**

- Solution Approach Phase Purpose
- SLiC Approach Phase Activities
- Describe the Business Requirements
- Create a Project Glossary
- Test Strategy
- Determine the Preliminary Architecture
- Phase Gate Reviews
- Solution Approach Phase Key Points

**The Requirements Phase**

- SLiC Requirements Phase Purpose
- SLiC Requirements Phase Activities
- SLiC Requirements Phase Required Skills
- Requirements Traceability Matrix
- Define the Logical Requirements
- Define the Physical Requirements
- Determine the Technical Requirements
- Create the Test Plan
- Create the Service Level Objectives
- The Requirements Phase Key Points

**Conclusion**

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