

Determining Business Requirements Workshop

This program is for anyone who participates in, or leads teams involved in developing the early business requirements. Participants learn how to create Business Case and Business Requirements documents. These documents will be used by the Business Sponsors as input to the decision of whether or not the project should proceed with the Functional Specifications. The workshop follows and reinforces the PMI ® (Project Management Institute) Project Scope Management and other related Knowledge Areas.

Course Title TSE011 Determining Business Requirements Workshop

Fees: \$945 per Session

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Those involved with PMI and the Project Management Professional – PMP program are awarded 14 PDUs or “Contact hours”.

Course Outline

- I. Introduction and Course Objectives**
- II. Project Life Cycle and Requirements Concepts**
- III. Compiling the Business Requirements Deliverable**
- IV. Compiling the Business Requirements Deliverable (Continued)**
- V. The Challenge of Change**
- VI. Packaging the Business Requirement Document (BRD)**
- VII. Conclusion and Critique**

Instructional methods for this two day course are lecture, discussion, video, detailed case study workshops and presentations. Upon request demonstrations of Microsoft Visio™ are included as are any inhouse guidelines for project life cycle, approval, funding etc.

The Program

Upon completion of this module of training, participants will be able to:

- Understand the concepts of Business Case and Business Requirements and place them within the Project Life Cycle
- Apply a framework and toolkit for producing Business Requirements for new and/or improved products, services, and processes
- Use Business Case and Business Requirements Templates as job aides and structures
- Identify the potential stakeholders and roles needed within the business and the business requirements project environment
- Work with sponsors to develop the Project’s Mission, Scope and “Critical Success Factors”
- Understand and apply several tools for creating Business Requirements, e.g. data gathering methods, crossfunctional process mapping, use cases, cost benefit analysis, ROI, etc
- Use tools to capture and analyze the “currentstate”
- (asis), identify potential problem and opportunity areas, identify disconnects, and perform gapanalysis to develop the business requirements of potential “endstates” (“shouldbe” states)
- Follow a process to identify and evaluate alternative “endstate” solutions and develop recommendations and requirements of the “desiredendstates” (“shouldbe”)
- Understand and address the impact of change on the people, and how this affects the business requirements project

Further Information

For further information about this or any of our other courses please email: sbucet@stonybrook.edu