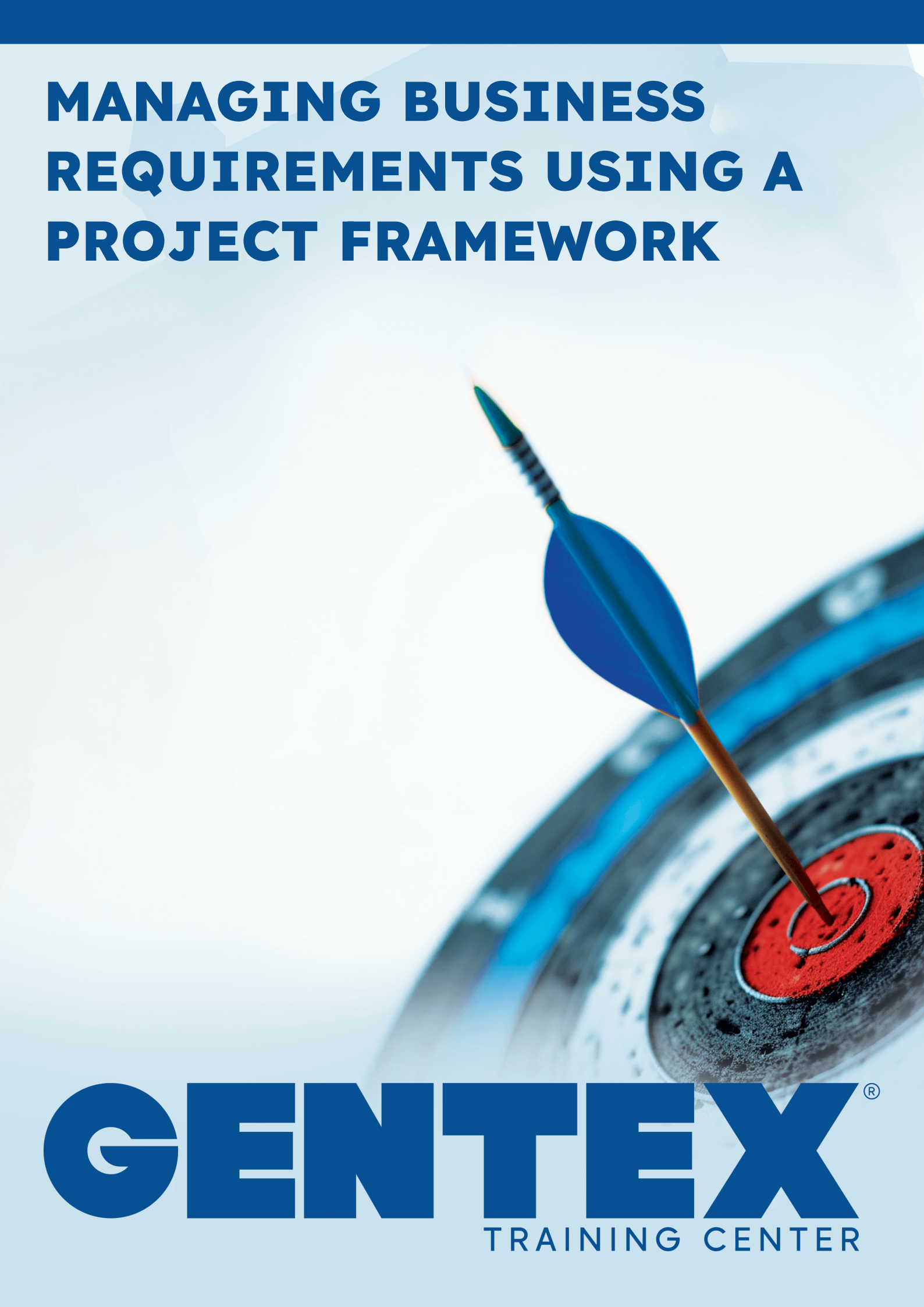
MANAGING BUSINESS REQUIREMENTS USING A PROJECT FRAMEWORK



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Introduction

Managing Business Requirements Using a Project Framework examines how analysts capture, structure, and control requirements so that what gets built matches what the business actually needs. This Training Course covers elicitation, analysis, documentation, and change control within a project governance structure. Participants study the PMBOK Guide scope and stakeholder management processes, the IIBA BABOK Guide knowledge areas, the Business Analysis Core Concept Model, elicitation techniques from interviews to observation, user story writing with the INVEST criteria, use case specifications, business process modelling with BPMN, data modelling and entity relationship diagrams, the requirements traceability matrix, MoSCoW and value-based prioritisation, acceptance criteria with Given-When-Then, requirements baselines and change control boards, verification and validation techniques, and the RTM linkage to test cases. Furthermore, the programme connects requirements discipline to delivery through elicitation labs, modelling workshops, and change control simulations.

Managing Business Requirements Using a Project Framework Course Objectives

- Define business requirements and distinguish them from solutions.
- Apply PMBOK Guide scope and stakeholder management processes.
- Apply the BABOK Guide knowledge areas to requirements work.
- Plan and conduct elicitation using appropriate techniques.
- Model requirements with BPMN, use cases, and data models.
- Write user stories with INVEST and acceptance criteria with Given-When-Then.
- Build and maintain a requirements traceability matrix.
- Prioritise requirements with MoSCoW and value-based methods.
- Control requirements baselines and manage change through governance.
- Verify and validate requirements with stakeholders and test teams.

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Course Methodology

- Interactive workshops using real requirement documents and cases.
- Elicitation planning and technique selection labs.
- BPMN, use case, and data modelling exercises.
- Traceability matrix and prioritisation workshops.
- Change control and requirements review simulations.

Who Should Take This Course

- Business analysts and systems analysts.
- Product owners and requirements engineers.
- Project managers responsible for scope.
- Process analysts and transformation specialists.
- Solution architects and technical leads.
- Quality and test analysts working from requirements.
- Staff gathering requirements from business users.

Managing Business Requirements Using a Project Framework Course Outlines

Day 1: Requirements Foundations and Frameworks

- Business, stakeholder, solution, and transition requirements defined.
- Requirements versus design and solution alternatives.
- PMBOK Guide scope and stakeholder management processes.
- The BABOK Guide knowledge areas and the Core Concept Model.

- Requirements types: functional, non-functional, and constraints.
- Common failures: solution-first thinking, missing non-functionals.
- Building the requirements framework pack.

Day 2: Elicitation and Stakeholder Engagement

- Elicitation planning and technique selection.
- Interviews, workshops, observation, and document analysis.
- Surveys, prototyping, and focus groups.
- Stakeholder identification, analysis, and engagement planning.
- Confirming elicitation results and resolving conflicts.
- Handling difficult and conflicting stakeholder positions.
- Building the elicitation pack.

Day 3: Requirements Analysis and Modelling

- Business process modelling with BPMN notation.
- Use case specifications and scenarios.
- User story writing with the INVEST criteria.
- Data modelling and entity relationship diagrams.
- State diagrams and decision tables.
- Glossary, business rules, and assumptions documentation.
- Building the analysis and modelling pack.

Day 4: Documentation, Prioritisation, and Traceability

- Requirements specification structure and writing quality.
- Acceptance criteria with Given-When-Then.

- Requirements traceability matrix construction and maintenance.
- Prioritisation with MoSCoW and value-based scoring.
- Verification and validation techniques.
- Linking requirements to test cases and acceptance.
- Building the documentation and traceability pack.

Day 5: Baselines, Change Control, and Governance

- Requirements baselines and version control.
- Change requests, impact analysis, and approval thresholds.
- Change control board participation and decision records.
- Managing scope creep through governance discipline.
- Requirements re-use across projects and solution components.
- Lessons learned, requirements metrics, and process improvement.
- Personal action plan and continuous improvement.

Conclusion

By successfully completing Managing Business Requirements Using a Project Framework, participants will have acquired a practical command of elicitation, requirements analysis and modelling, documentation quality, prioritisation, traceability, and change control within project governance. They will know how to elicit needs rather than collect wishes, model requirements so stakeholders can validate them, and control change without freezing delivery. In addition, the course prepares delegates to defend the requirements baseline with impact analysis rather than resistance. As a result, they return to work ready to manage requirements so that delivered solutions match business need. Gentex Training Center delivers this Training Course with a practical, standards-based approach.

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FAQs for the Managing Business Requirements Using a Project Framework course

Q1 What is the "Managing Business Requirements Using a Project Framework" course about?

It is a five-day programme on capturing, structuring, and controlling requirements so that what gets built matches what the business actually needs. It covers elicitation techniques, BPMN and use case modelling, user stories with INVEST, the requirements traceability matrix, MoSCoW and value-based prioritisation, acceptance criteria, baselines, and change control within project governance.

Q2 What are the key benefits of the "Managing Business Requirements Using a Project Framework" course?

Participants gain the ability to elicit needs rather than collect wishes, model requirements so stakeholders can validate them, and control change without freezing delivery. They also learn to defend the requirements baseline with impact analysis rather than resistance.

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Q3 What skills will I gain from the "Managing Business Requirements Using a Project Framework" course?

Requirements foundations with PMBOK scope and stakeholder process application, BABOK knowledge area use, requirement type classification, and Core Concept Model application, elicitation work with technique selection, interview and workshop facilitation, observation and document analysis, survey and prototyping design, stakeholder analysis, and conflict resolution, analysis and modelling with BPMN process modelling, use case specification, user story writing to INVEST, data modelling, entity relationship diagram construction, state diagram and decision table design, and business rule documentation, and documentation and governance work with requirements specification structuring, acceptance criteria writing with Given-When-Then, traceability matrix construction, MoSCoW and value-based prioritisation, verification and validation technique application, test case linkage, baseline establishment, version control, change request impact analysis, change control board participation, scope creep management, requirements re-use, and metrics development.

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Q4 What tools, methods, or standards are covered in the "Managing Business Requirements Using a Project Framework" course?

The course covers business, stakeholder, solution and transition requirements defined, requirements versus design and solution alternatives, PMBOK Guide scope and stakeholder management processes, the BABOK Guide knowledge areas and the Core Concept Model, requirements types across functional, non-functional and constraints, common failures across solution-first thinking and missing non-functionals, elicitation planning and technique selection, interviews, workshops, observation and document analysis, surveys, prototyping and focus groups, stakeholder identification, analysis and engagement planning, confirming elicitation results and resolving conflicts, handling difficult and conflicting stakeholder positions, business process modelling with BPMN notation, use case specifications and scenarios, user story writing with the INVEST criteria, data modelling and entity relationship diagrams, state diagrams and decision tables, glossary, business rules and assumptions documentation, requirements specification structure and writing quality, acceptance criteria with Given-When-Then, requirements traceability matrix construction and maintenance, prioritisation with MoSCoW and value-based scoring, verification and validation techniques, linking requirements to test cases and acceptance, requirements baselines and version control, change requests, impact analysis and approval thresholds, change control board participation and decision records, managing scope creep through governance discipline, requirements re-use across projects and solution components, and lessons learned, requirements metrics and process improvement.

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Q5 How is the "Managing Business Requirements Using a Project Framework" course applied in real-world practice?

Delegates apply it through requirements frameworks, requirement type registers, scope statements, stakeholder registers, engagement plans, elicitation plans, interview guides, workshop agendas, observation notes, document analysis summaries, survey instruments, prototypes, focus group records, elicitation result reports, conflict resolution records, BPMN process models, use case specifications, user stories, acceptance criteria sheets, data models, entity relationship diagrams, state diagrams, decision tables, glossaries, business rule registers, assumption logs, requirements specifications, traceability matrices, prioritisation tables, MoSCoW matrices, value-based scoring models, verification checklists, validation records, test case linkage matrices, requirement baselines, version control logs, change request forms, impact analyses, approval records, change control board minutes, decision logs, scope creep registers, requirements re-use catalogues, requirements metrics reports, and requirements process improvement plans. They also use them to chair requirements reviews and to hand a controlled requirements baseline to design, development, and test teams.