



Greetings,
Booshoo,
Tansi,
Bonjour!

How to Prepare for and Conduct a Requirements Session

Overview

Gathering business requirements from the various stakeholders is the single most important activity in any project. If the requirements aren't right, the project will not succeed. Unfortunately, this is also one of the most challenging activities of the entire project. Getting the right stakeholders together can be difficult to impossible.

Knowing how to plan, prepare for and conduct effective requirements gathering sessions are one of the most critical systems analysis skills. Whether you are a Business Analysts, Business Manager, Project Manager, Requirements Engineer or a Systems Analysts this two day session will provide you with several techniques, tools, tips and checklists to use the very next day in the workplace.

Learning Outcomes and Objectives

After Taking This Two Day Course You Will Have the Knowledge and Skills To:

- Organize and schedule a business requirements gathering session.
- Adapt a check-list of pre-meeting activities.
- Use standard requirements gathering questionnaires to structure the meeting.
- Prepare the participants for the workshop using effective email communication methods.
- Use open issue, question, and post-session task lists to maintain momentum in the meeting.
- Generate and sustain a productive workshop environment.
- Develop contingency plans for dealing with unpleasant situations.
- Evaluate a workshop to improve the process.
- Organize and analyze the visible results of the session.
- Defend the need for maintaining contact with all participants after the session.

Topics

Beginning at the Beginning

- Critical Stakeholder Roles

Ingredients of a Successful Session

- A Shared Purpose

Planning the Session

- Session Deliverables
- Preparing an Agenda

Setting the Right Stage

- Workshop Roles
- Ground Rules
- Decision Making Rules

Conducting the Session

- The Momentum Challenge

Managing the Session Deliverables

- Maintaining Group Memory

Meeting Murphy and Fighting Back

- Everything Takes Longer Than You Think
- Problem People or People Problems

Closing the Session

Addressing Parking Lot Items

Moving Forward

Staying in Touch

The Facilitator's Toolkit

Techniques

Engagement Strategies

Creating Participation

The Show and Tell

Post-Meeting Task List

Facilitation Conflict

Tools

Meeting Evaluation Form

Final Debrief

Wrapping Up

Templates

Sample Agenda

How to Evaluate Sessions

Target Audience

The course material is developed at foundational competency skill level for someone who wishes to successfully design and facilitate an agenda item and or short (1 to 1 ½ hr) meetings of existing groups. It will be of interest to: Business Analysts, Business Managers, Project Managers, Requirements Engineers and Systems Analysts.

Learning Facilitator

Helen Wythe is a Certified Professional Facilitator (CPF) designation through the International Association of Facilitators and a Certified Technology of Participation Facilitator (CTF) through ICA Associates. She is also a Certified One Smart World trainer and facilitator. Helen is qualified both through academic recognition and 'real world' experience.

What's Included

- Guaranteed Small Interactive Sessions
- Specialized Manual with detailed agendas, checklists, techniques, templates, and practical examples.
- Spring Forward - We encourage you to implement your learning by providing a 15 and 30 day check-in to confirm your progress.
- One of Coaching Support
- Suggested Reading List
- Personalized Certificate of Completion
- We reinforce your learning by sending you Hints from Helen, a monthly refresher on various facilitation techniques.
- Snacks and Refreshments.

Length

This is a two day workshop starting at 9:00 AM and ending by 4:30 PM with 2 scheduled 15 minute nourishment breaks and a 1 hour lunch break.

Course Registration Detail

- Your registration will be confirmed once payment is received.
- Participant course cancellation fee: \$50 per course.
- Participant rescheduling fee is \$25 [for each occurrence].
- Course fee is not refundable if Participant cancels within two weeks of the course.
- Participant substitutions may be made at anytime by calling or e-mailing our office.
- A confirmation letter will be mailed to you indicating workshop location, time, plus tips on how to get the most from your professional development workshop.
- Ask about our special rates – for multi-participation in one course, or several courses.

We reserve the right to reschedule our workshops due to low registrations.

** Your fees will be reimbursed or registration rescheduled at no charge to you.**