



<p align="center"><b>Enterprise Analysis</b></p> <p>The collection of pre-project or early project activities, approaches and deliverables necessary to provide context to the analysis phase and the requirements.</p>
<p align="center"><b>Requirements Planning and Management</b></p> <ul style="list-style-type: none"> <li>Defines the resources and tasks associated with the planning and management of requirements gathering activities throughout the requirements process.             <ul style="list-style-type: none"> <li>Document Assumptions, Dependencies and Constraints</li> </ul> </li> <li>Deliverable(s): Key Milestones, Requirements Work Plans (RWP), Scope Management, Risk Management, Time Management, Cost Management, Resources Management</li> </ul>
<p align="center"><b>Business Requirements</b></p> <p>Place the business at the center of focus, and tie the project to documented regulatory, strategic, tactical and operational goals. These are higher-level statements of the goals, objectives, or needs of the enterprise. They describe the reason, the things that the project will achieve, and the metrics which will be used to measure its success. Customer requirements are covered off at a high level in this section, then in detail under User Requirements.</p>
<p align="center"><b>User Requirements</b></p>

Place the user at the center of focus, and describe, with Flowcharts, Use Case Diagrams, Use Case Scenarios, and other process models, the “to be” user experience with the new system. In some cases, especially where business processes are being modified, it may also be necessary to document the “as is” state of user experience with the current system.

### Functional Requirements

Place the proposed system at the center of focus, and provide a prioritized list of capabilities the system must demonstrate in order to satisfy business and user requirements. They describe capabilities the system will be able to perform in terms of behaviors or operations – a specific action or response.

### Non-Functional Requirements

Refer to needs that must be fulfilled related to things like the performance, adaptability, reliability, capacity and expansibility, portability, user interface, safety, security, availability, robustness, system failure, integration, migration and documentation. As such, they do not deal with the actual functionality of the system, but represent key project success factors.

### Technical Writing

Be cautious of:

- Weak phrases such as “at a minimum,” “be able to,” “capable of,” and “not limited to.”
- Words or terms that give an option as to the extent that the requirement will be satisfied, such as “may,” “if required,” “as appropriate,” or “if practical.”
  - Generalities where numbers are really required such as “large,” “rapid,” “many,” “timely,” “most,” or “close.”
- Fuzzy words that have relative meanings such as “easy,” “normal,” “adequate” or “effective” as these words will make the requirement subjective and non-testable.

Phase and Product Scoping	Requirements Stakeholder Analysis and Detailed RWP	Requirements Elicitation/Gathering	Requirements Analyzing, Documenting and Organizing	Approving
<b>Requirements Communications</b>				
Presenting, communicating, verifying, and gaining approval of the requirements from Stakeholders.				
<ul style="list-style-type: none"> <li>• Detail what is included and excluded.</li> </ul>	Identify all individuals and organizations involved or may be affected by Analysis Phase activities.	Activities associated with the collection of the requirements from the various sources	Activities associated with the negotiation and determination of what the requirements actually mean and their priority.	Confirmation and signoff from the stakeholders that these are the requirements they want to be addressed in this phase.
Deliverable(s) <ul style="list-style-type: none"> <li>• Phase Scope Statement</li> <li>• Product Scope Statement</li> <li>• Traceability Matrix</li> </ul>	Deliverables(s) <ul style="list-style-type: none"> <li>• List of Stakeholders</li> <li>• Level of Interest</li> <li>• Level of Authority</li> <li>• Detailed RWP</li> </ul>	Deliverable(s) <ul style="list-style-type: none"> <li>• Requirements Document</li> <li>• Context Diagrams</li> </ul>	Deliverable(s) <ul style="list-style-type: none"> <li>• Detail Requirements Document</li> <li>• FDD, ERD, DFD, Flow Chart, Process Map, Use Case Diagrams and Descriptions,</li> </ul>	Deliverable(s) <ul style="list-style-type: none"> <li>• Requirements Signoff</li> <li>• Phase Signoff</li> </ul>
Determine Client Relationship <ul style="list-style-type: none"> <li>• Expert, Pair of Hands, Collaborative</li> </ul> The problem <ul style="list-style-type: none"> <li>• Describe the problem</li> <li>• Identify stakeholders affected</li> <li>• describe the impact of this problem on stakeholders and business activities</li> <li>• List all the key benefits.</li> </ul>	1. Determine approver distribution list.	Top 10 Requirements Gathering Techniques: <ol style="list-style-type: none"> <li>1. Brainstorming</li> <li>2. Document Analysis</li> <li>3. Focus Group</li> <li>4. Interface Analysis</li> <li>5. Interview</li> <li>6. Observation</li> <li>7. Prototyping</li> <li>8. Requirements Workshop</li> <li>9. Reverse Engineering</li> <li>10. Survey</li> </ol>	Nine attributes for writing good requirement statements: <ol style="list-style-type: none"> <li>1. Complete</li> <li>2. Consistent</li> <li>3. Correct</li> <li>4. Modifiable</li> <li>5. Testable</li> <li>6. Traceable</li> <li>7. Unambiguous</li> <li>8. Valid</li> <li>9. Verifiable</li> </ol>	<ol style="list-style-type: none"> <li>1. Distribute Business Requirements document.</li> <li>2. Solicit feedback and document responses.</li> <li>3. Incorporate specific responses that do not impact other stakeholders.</li> <li>4. Plan and schedule Requirements Approving Workshop.</li> <li>5. Conduct Business Requirements Approving Workshop.</li> <li>6. Address all responses received from Step 3 above.</li> </ol>

### Requirements Communication, Review and Sign-Off