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Mastering the Interview and Gathering of Project Requirements - 2 Day

PDUs - 13
CEUs - 1.3

PMI's Talent Triangle Breakdown
Technical - 10.75
Leadership - 0.25
Strategic - 2.00

PMI's Certification Breakdown
PMP - 13.00
PMI-ACP - 13.00
PMI-SP - 2.25
PMI-RMP - 2.25
PfMP - 2.25
PMI-PBA - 13.00

Course Description: This two-day course will focus on ways to gather detailed, specific, and quantifiable requirements for the project. This course will teach students how to analyze the information and expedite the desired goals, objectives, and outcomes given by the customer. Participants will understand how to move beyond the gathering of basic or surface level requirements discussed by the customer to those which are detailed and measureable and needed for project success. This course will follow one or more of Project Management Institute's knowledge areas of the *PMBOK® Guide*.

Method of Teaching: Students will use Microsoft Project 2003 Professional to work through example modules and create their own project plan.

Course Objectives:

Objective 1: Explore the requirements gathering process

- Understand the iterative and incremental development of requirements
- Discuss the evolution of requirements

Objective 2: Scope the problem, goals or objectives

- Define problems the project will remove
- Set the goals the project will achieve
- Define the objectives the project will meet
- Explore how much analysis should be used
- Discuss the advantage and disadvantage of using a structured interview
- Analyze the types of questions needed to gather the right information

Objective 3: Understand and document the real problem

- Explore and define symptoms
- Explore how to conduct a root cause analysis

Objective 4: Document the different types of requirements

- Discuss input and output requirements
- Discuss reliability requirements
- Analyze performance requirements
- Explore safety and environmental requirements
- Define accessibility requirements
- Explore security or training requirements

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Objective 5: Evaluate the process or processes that will be affected

- Map the present process being followed
- Map the desired process when a project is completed
- Discuss the changes and impact to culture

Objective 6: Convert project objectives to scope deliverables

- Discuss the outcomes
- Explore the metrics to be measured

Objective 7: Detail functional requirements

- Define functional requirements
- Discuss organizational capabilities the system will support
- Explore behaviors or operations in which the system will act or respond

Objective 8: Detail non-functional requirements

- Define non-functional requirements
- Discuss how non-functional requirements are similar to constraints
- Explore how non-functional requirements stipulate a physical or performance characteristic

Objective 9: Detail conditional requirements

- Define when to use an alternative set of requirements

Objective 10: Develop a WBS from the project objectives

- Create a WBS with work packages
- Estimate cost using work packages
- Detail a WBS

Objective 11: Explore requirements associated with quality

- Find missing requirements
- Prioritize the requirements

Objective 12: Communicate project requirements

- Communicate project requirements to the stakeholders
- Communicate project requirements to the customer
- Communicate project requirements to the team

Objective 13: Understand auditing of project requirements

- Understand internal audits
- Understand external audits

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