

Requirements Management and Communication defines the tasks associated with managing and communicating requirements to all concerned parties in order to ensure that the business analysis effort produces the outcomes which meet stakeholder expectations and needs. The International Institute of Business Analysis (IIBA) Business Analysis Body of Knowledge (BABOK) lists over forty techniques for requirements planning, elicitation, analysis, validation, and communication. Upon completion of this course the student will be able describe and use many of the techniques associated Business Analysis Planning and Monitoring as described in the BABOK.

---

## Audience

- New business analysts
- Experienced business analysts needing formal training in business analysis
- Project managers needing a better understanding of the role of the business analyst

## Prerequisites

- None

## Course Length

- One day

## Learning Objectives

- To understand the objectives, inputs, techniques, and outputs associated with Requirements Management and Communication knowledge area.

## Teaching Methods

- Lecture
- Individual exercises
- Group exercises

---

## Course Outline

QJ9

*Note: Numbers in brackets, such as [4.1], refer to sections within version 2.0 of the BABOK*

### Manage Solution Scope and Requirements [4.1]

- Purpose
- Inputs
- Focus on techniques
  - Problem tracking [9.20]
  - Baselineing [4.1.5.2]
  - Signoff [4.1.5.3]
- Outputs

### Manage Requirements Traceability [4.2]

- Purpose
- Inputs
- Focus on techniques
  - Coverage matrix [4.2.5.1]
- Outputs

### Maintain Requirements for Re-use [4.3]

- Purpose
- Inputs
- Focus on techniques (none)
- Outputs

### Prepare Requirements Package [4.4]

- Purpose
- Inputs
- Focus on techniques
  - Requirements documentation [4.4.5.1]
  - Requirements for vendor selection [4.4.5.2]
- Outputs

### Communicate Requirements [4.5]

- Purpose
- Inputs
- Focus on techniques
  - Requirements workshops [9.23]
  - Structured walkthrough [9.30]
- Outputs