

# 5 Things You Must Know About Requirements Planning

Requirements planning is your opportunity to shine as a BA! No other stage is as “salesy,” and no other stage so greatly influences project outcomes. Below are 5 points to keep in mind when making a requirements plan:

## 1) Set and Manage Stakeholder Expectations

- Use requirements planning to set expectations *directly*.
- Use process and work products to let stakeholders know about timing, expectations, location, rationale and how the engagement will be conducted.
- Use requirements planning to set work expectations *indirectly*.

## 2) Use Requirements Planning to Confirm Resource Estimates

- Baseline: Pick a common unit of work your company understands (use case, user story, event)
- Determine Work Estimate Assumptions:
  - Total scope of analysis – how many of that unit of work exist?
  - How long, on average, to analyze each element in the scope?
- Plan your iterations and hand-off point (entity and detail level)

## 3) Plan to Communicate Progress, Plan to Communicate with Transparency

- Plan fidelity creates manageability
- Plan elements have sufficient granularity that stakeholders want to participate
- Plan has credibility with fidelity & right elements
- Plan is measurable for project managers & executive
- Plan creates closed loop for process improvement

## 4) Coordinate Business Analysis Effort

- Communicate what is needed for analysis of work products in these 5 areas:
  - Focus: process level, business-activity level, task / function level
  - Style: formal / semi-formal
  - Detail: High / Medium / Low level (comprehensiveness of use case)
  - Visibility: Black versus white box (degree to which internal behavior of system and calculations / algorithms are defined)
  - Type: Business versus system / design
- Communicate the goal of analysis
- Communicate specialized techniques or tool standards that must be used

## 5) Think Lessons Learned

- Use it as a tool to apply lessons learned proactively
- Use planning as a tool to *capture* lessons learned