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# SUCCESS FACTORS FOR REQUIREMENTS FACILITATION

WHEN PREPARING FOR THE SESSION:

1

ENLIST THE NECESSARY MANAGEMENT COMMITMENT

2

GET THE RIGHT PARTICIPANTS

IN ORDER TO REDUCE THE ELAPSED TIME ELICITING REQUIREMENTS:

3

HOLD ONE LONG SESSION RATHER THAN A SERIES OF SHORT SESSIONS

4

USE A PROCESS THAT IS FAST, SIMPLE, EASY AND BUSINESS BASED

IN ORDER TO STAY BUSINESS-BASED:

5

AVOID DISCUSSING TECHNICAL DETAILS UNTIL THE BUSINESS HAS AGREED TO THE ESSENTIAL BUSINESS REQUIREMENTS

DURING THE MEETING:

6

STAY FOCUSED ON THE SESSION OBJECTIVES

7

AVOID "TECHIE TALK"

8

ENSURE THAT ALL UNRESOLVED OR AMBIGUOUS POINTS ARE REVIEWED AND REVISED BEFORE PROCEEDING

9

DO NOT MAKE DECISIONS YOURSELF REGARDING WHAT IS IMPORTANT

AFTER THE MEETING:

10

PRODUCE THE PROJECT PHASE DELIVERABLES AS SOON AS POSSIBLE AFTER THE REQUIREMENTS HAVE BEEN GATHERED



Source: IAG Consulting  
<http://www.iag.biz/>