5 THINGS YOU MUST KNOW ABOUT REQUIREMENTS PLANNING

"No other stage so greatly influences project outcomes."

01
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

02
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:
  o Total scope of analysis – how many of that unit of work exist?
  o How long, on average, to analyze each element in the scope?
- Plan your iterations and hand-off point (entity and detail level)

03
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

04
COORDINATE BUSINESS ANALYSIS EFFORT

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

05
THINK LESSONS LEARNED

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