Understanding Your Role in a Requirements Session

1. **Requirements Team (Facilitator, Business Analyst)**

   Enable the requirements discovery process by:

   - Asking relevant questions
   - Recording answers provided by Subject Matter Experts
   - Keeping the process moving
   - Utilizing effective facilitation and documentation skills
   - Keeping the discussion focused on objectives and scope
   - Confirming understanding among/with participants

2. **Business Leader / Project Sponsor**

   Provide the business vision by:
   - Explaining the problem/opportunity
   - Defining the vision
   - Defining the business objectives
   - Determining the measures of success
   - Defining high level process and requirements

3. **Business Subject Matter Expert (SME) / Business Team**

   Define the business context by providing:

   - High level scenario description
   - System boundaries confirmation (Context Diagram)
   - Examples to clarify ambiguity
   - Business rules and policies to ensure accuracy
   - Business Activity descriptions
   - Future direction for business processes

4. **Technical Subject Matter Expert (TSME) / Design Team**

   Assist the requirements discovery process by:
   - Acting as a resource to assist the business in defining the "what" (not the "how")
   - Providing information on interfacing systems
   - Providing clarity on what the system does today

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