

Writing High Quality Requirements

Course objectives

Writing clear and precise requirements is as important as writing correct requirements. As users of the requirements are normally different from those who write it, and belong to different groups such as Users, Customers and Development Teams, they should be easy to understand yet be able to clearly and effectively communicate the message.

This course is designed to equip participants with the required tools and techniques for finding requirements, distinguishing requirements from design, interpreting customer input, writing precise requirements and using multiple views to communicate requirements to other stakeholders.

Participants will be able to:

- Describe the characteristics of high-quality requirements
- Critically evaluate functional requirements and quality attributes
- Review and provide feedback on requirements
- Document project scope
- Write functional requirements more precisely

The course includes:

- Course reference manual containing copy of course slides, support documents, quizzes and answers
- Course Certificate

Audience

This course will be useful to anyone who has to document, analyze, or use requirements on a software or systems development project.

Prerequisite

While there are no formal prerequisites, all attendees are expected to have a basic understanding of software or systems development.

Duration

This is a **one-day Writing High Quality Requirements course** . The course starts at **09:30** and runs until **16:30**.

Alternate timings can be arranged upon request. The course can be held on a **date that suits you**.

Location

Our **Writing High Quality Requirements course** will be **delivered Online Remotely using online training platforms**. It can also be run at **our training venue near Liverpool Street (London)** or any preferred location in the **UK or Europe**.

Writing High Quality Requirements Course Outline

Introduction and Background

- Requirements definition
- Three levels of software requirements: business, user, and functional
- Characteristics of high-quality requirements
- Tips for writing clear requirements
- To duplicate or not to duplicate
- How much detail do you need?
- Requirements vs design

Reviewing Requirements

- Peer review defined
- Who should review requirements
- Formal and informal review techniques
- Guiding principles for effective reviews
- Checklists for reviewing requirements

Depicting Project Scope

- Context diagrams
- Use case diagrams
- Feature levels
- Event list

Elements of Requirements Style

- Structures for writing functional requirements
- Write in active voice
- Common types of requirements ambiguity
- Avoiding requirements ambiguity
- Weak words to avoid
- Avoiding solution ideas

Using Multiple Requirement Views

Alternative requirements views

Decision tree

Tables and structured lists

Choosing a requirements model

Listening for key words in user input

Relating user input to model components