

Design and Facilitate Agile Requirements Workshops

Course Summary

Description

Problems with requirements are one of the primary causes of project failure, regardless if you're running an Agile or Waterfall project, or somewhere in between. To be successful, software projects need solid requirements that have been developed jointly by the technical and the business teams. Collaborative Workshops bring technical and business stakeholders together to crystallize requirements and solutions so the development team has a clear picture of the needs.

C-MAPS is a technique that has been developed using the best in JAD (Joint Applications Design), Multi-voting, Agile, Brainstorming and Process Modeling. It was developed specifically with the challenges associated with requirements on Agile and technical projects in mind. During this session you will learn how to run a successful requirements workshop by using the tools and facilitation skills you need to conduct a productive session. You will be ready to apply these skills immediately!

Participants receive a copy of "C-MAPS: An Agile and Collaborative Techniques for Project Requirements" with this course to use as reference after attending class.

Students are asked to bring a brief description of a project they are working on or have worked on in the past to use to design their own session during class.

Objectives

After taking this course, students will be able to understand the following concepts:

- Overview of Requirements Workshops
 - The benefits of facilitated sessions
 - Requirements in an Agile environment
 - Ingredients of a successful requirements workshop
- Collaborative workshops and levels of requirements
 - Collaborative and Agile techniques
 - Using JAD methodologies to dig deeper into requirements
- Design the workshop
 - What makes a good workshop design
 - How the workshop's purpose can drive the design
 - Interviewing the sponsor
 - Requirement Elicitation when the Subject Matter Experts are not present.
 - Pure form thinking and how it effects the design
- Facilitate the workshop
 - Facilitation skills for the Business Analyst
 - The importance of planning and introductions
 - Brainstorming and card storming
 - Managing Team dynamics, conflict and obtaining consensus
 - Prioritizing requirements in the workshop
 - Wrapping-up the workshop

Topics

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|--------------------------|-----------------------------------|
| • Overview | • Facilitation skills |
| • Types of workshops | • Facilitating the workshop |
| • Designing the workshop | • Practical Application of skills |

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Course Summary (cont'd)

Audience

This advanced level course is designed for:

- Senior professionals who want to learn facilitation techniques
- Experienced business analysts and professionals who have already mastered Business Analysis Foundations and intermediate training in business modeling or requirements communications.

Prerequisites

Before taking this course, you should have intermediate training on business requirements, business modeling, or have equivalent experience. Everyone is asked to bring a copy of a project scope or project definition to class. These projects will be used by you during class to design a personalized collaborative session.

Duration

Two days
16 CDUs

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Course Outline

- I. Overview**
 - A. Review of Business Analysis and Requirements processes
 - B. Requirements in an Agile environment
 - C. The benefits of facilitated workshops
- II. Types of workshops**
 - A. Collaborative workshops and JAD
 - B. Collaborative and Agile techniques
 - C. C-MAPS workshops
- III. Designing the workshop**
 - A. Ingredients of a successful workshop
- IV. Facilitation skills**
 - A. Team building and warm-ups
- V. Facilitating the workshop**
 - A. Managing team dynamics
 - B. Working with the squeaky wheel
 - C. Obtaining consensus
 - D. Prioritizing requirements in the workshop
 - E. Document the final agreement
 - F. Session closure
- VI. Practical Application of skills**
 - A. Card-storm interview techniques using a workshop
 - B. Design a workshop using the C-MAPS™ technique
 - C. Design intriguing and motivating Cue Cards for the workshop
 - D. Techniques for the facilitator
 - E. Facilitate and participate in a workshop