

## Volere Requirements Gathering

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La méthode Volere rassemble les techniques de recueil des exigences d'un projet. Cette méthode répond au besoin d'un langage commun entre tous les acteurs, afin de faire émerger les besoins et faire le lien avec les solutions.

#### Détails

- **Code** : MM-Volere
- **Durée** : 2 jours ( 14 heures )

#### Public

- Business Analysts
- Consultants
- IT Professionals
- Project managers

#### Pré-requis

- Basic Windows knowledge, OO technology knowledge may be useful.

#### Objectifs

- Determine your client's needs – exactly
- Write requirements that are complete, traceable, and testable
- Precisely define the scope of the project
- Discover the stakeholders and keep them involved
- Use up-to-date techniques such as storyboarding and e-collaboration

#### Programme

##### Key Principles & Concepts

- Business analysis.
- Requirements management.
- Document management strategies.
- Structure of business requirement documentation.
- Types of project users and their characteristics.
- The value of creating a requirements management plan.
- The elements in a generic requirements management plan.
- Project Lifecycle and Systems Development Lifecycle.
- Concepts, tools & techniques for analysts.

##### Types of Requirements and Requirements Discovery

- Attributes and types of effective requirements.
- Effective versus poor requirements.
- The types of requirements.
- Requirements in the development process.
- Advantages & disadvantages of discovery techniques.
- Using discovery techniques on a project architecture.
- Gathering and Structuring Requirements.
- Techniques used to gather & structure types of requirements.
- Interviews.
- Questionnaires.
- Workgroup / JAD sessions.
- Surveys and observations.

- Use cases for gathering/documenting requirements.
- Data/Process/Workflow modeling.
- Validating User Requirements.
- Reasons for validating requirements & methods used.

##### Documenting User Requirements

- Developing appropriate documentation.
- Using requirements for informative communication.
- Transforming requirements into specifications.
- Differences between requirements/specifications architecture.
- Techniques for transformation.
- Using requirements as foundation for development.

##### Managing Requirements

- Understanding the requirements management life cycles .
- Identify, categorize and assess stakeholders.
- Create a communication plan.
- Understand risk factors.
- Common requirements issues that lead to project challenges.
- Traceability and global requirements mapping.
- Identify multiple views & global requirements.
- Understand how to review documentation standards.
- Select tools and techniques for specific types of projects.
- Evaluate a policy for project needs.
- Understand acceptance criteria and project test results.

#### Modalités

- **Type d'action** :Acquisition des connaissances

- **Moyens de la formation** : Formation présentielle – 1 poste par stagiaire – 1 vidéo projecteur – Support de cours fourni à chaque stagiaire
- **Modalités pédagogiques** : Exposés – Cas pratiques – Synthèse
- **Validation** : Exercices de validation – Attestation de stages