

Your employee is interested in learning new skills with AMA. Beyond helping you both achieve your goals, here's why that's an excellent idea.

## AMA Seminars offer your employee:

- **Extensive practice in a supportive environment.** You really can't learn new skills from an app. You need to experience it, practice it, and get personal attention to the details that make a difference. There is simply no substitute for learning by doing.
- **Feedback from experts.** Our instructors are not professors—they are practitioners in the field, focused on what works now in the real world. Participants agree instructors make a difference and have rated our faculty 4.83 out of 5 stars. What's more, your employee will be learning alongside peers from other organizations gaining insight and knowledge from other industries and expanding their professional network.
- **Tools and techniques designed to improve performance.** Our courses are instructionally designed to make a difference in performance, which is why 99% of participants report they are using what they learned back on the job after taking one of our courses.
- **An Experience.** Yes, we know two or three days seems like a lot. But dedicating that time to truly master new skills is worth the time and money. And we're not just saying that--our customers agree: 98% of participants would come back for another course.

Still feel like you can't spare your employee for a training session?  
Take a look at [our live online courses](#) which minimize time away from work.

Either way, remember that we don't lecture—we accelerate performance.

**Need help?** Contact 1-877-566-9441 or visit [www.amanet.org/72964](http://www.amanet.org/72964)

# Requirements Development, Documentation, and Management

## Learn to use requirements to meet business and stakeholder needs.

Your projects success depends on your ability to develop and document project requirements.

In this course, you will learn to follow a practical methodology of developing, documenting, and managing your project requirements. With a hands-on approach, you will work through the requirements process from start to finish. You will learn how to distinguish one type of requirement from another, and how your writing must change in each. You will also learn steps for sign-off, and how to manage the requirements baseline.

### Hands-On Exercises:

- Document the Current Environment and Proposed Scope for Case Study
- Create Charter and ID Team
- Identify Stakeholders for Case Study
- Case Study: Create Elicitation Plan, Create Interview Event, Create Workshop Event
- Case Study: Modeling Functional Requirements: Use Diagrams, Data Modeling, ERD
- Develop Requirements Document Templates
- Develop Requirements Change Flowchart
- Critique and Make Improvements to a Case Study Requirements Document

## What You Will Cover

- Types of requirements including business, stakeholder, functional, nonfunctional, and transition requirements
- Elicitation techniques including their advantages and disadvantages for the various requirements stakeholders
- Analysis and modeling of requirements
- Types of requirement documents
- Best practices for requirements writing
- How to avoid requirements writing pitfalls
- Steps for requirements verification, validation, and sign-off
- Requirements management processes including data management, tracing, and change management

## Who Should Attend

Systems analysts, business analysts, requirements analysts, developers, software engineers, IT project managers, project managers, project analysts, project leaders, senior project managers, team leaders, program managers, testers, and QA specialists.

## Special Feature

### Prerequisite

- Business Analysis Essentials (see seminar #72919)

### Schedule

- [4] days - \$2,595 Non Members
- [4] days - \$2,595 AMA Members
- [4] days - \$2,595 GSA

### Credits

28 PDU

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