

Essentials of Requirements Management

Duration: 5 Days

Language: en

Course Code: PI1-117

Objective

Upon completion of this course, delegates will be able to:

- Identify areas of competence and areas for development.
- Determine business needs driving project requirements.
- Implement quality requirements effectively.
- Define inputs, outputs, and tools of scope management processes.
- Differentiate between product scope and project scope.
- Develop a Work Breakdown Structure (WBS) for scope definition.
- Understand the importance of performance management in enhancing team performance and fostering relationships.
- Integrate project operations within organisational frameworks.
- Handle changes to project scope adeptly.
- Enhance personal credibility through effective communication, influence, and impact.
- Control project scope during project execution.
- Manage conflicts diplomatically and discreetly.
- Delegate, prioritise and allocate resources efficiently to meet team and organisational needs.

Audience

This course is ideal for professionals, including project team members, leaders, business analysts, and managers operating in various project environments. Participants involved in diverse projects, from construction to new product development to information technology, will gain practical tools and techniques applicable to their roles.

Training Methodology

This course employs an interactive and practical training methodology designed to ensure participants gain hands-on experience with essential requirements management techniques. Attendees will explore key concepts and tools necessary for effective project management through a blend of lectures, group discussions, and real-world case studies. Practical exercises and role-playing scenarios will facilitate the application of theoretical knowledge, while self-assessment tools and reflective practices will help participants identify areas for personal development. This comprehensive approach ensures participants can confidently manage project scope, gather requirements, and meet stakeholder expectations, ultimately enhancing their managerial success.

Summary

Navigating daily challenges while efficiently solving problems is crucial for a manager. This course provides invaluable tools and practices to streamline management tasks and offers insights to avoid common pitfalls. Project management involves managing project scope, gathering requirements, and meeting stakeholder expectations. Through this course, participants will gain hands-on experience with proven techniques, ensuring they grasp the essentials vital for managerial success.

Course Content & Outline

Section 1: Fundamentals of Project Management

- Defining project and organisational terminology.
- Organising project definition and scope throughout the project lifecycle.
- Transitioning into management roles: expectations, fears, aspirations, and needs.
- Personality types and their impact on management styles.
- Steps of the requirements management process.
- Establishing a scope management process tailored to organisational needs.
- Identifying environmental factors and organisational assets influencing scope management.
- Avoiding common managerial mistakes.
- Implementing tools and techniques to overcome organisational barriers.
- Effective team building and communication strategies.

Section 2: Aligning Projects with Organisational Objectives

- Identifying and prioritising stakeholder needs.
- Developing a communication plan.
- Assessing risk factors and mitigating legal and market risks.
- Managing stakeholder relationships and addressing differing viewpoints.
- Establishing financial benefits and business cases for projects.
- Developing project scope statements and management plans.
- Prioritising requirements and developing Work Breakdown Structures (WBS).
- Embedding quality into project deliverables.

Section 3: Requirements Management and Quality Assurance

- Translating stakeholder objectives into project requirements.
- Prioritising functional and non-functional requirements.
- Utilising tools for requirements decomposition and analysis.
- Time management, effective delegation, and motivation techniques.
- Workflow diagramming and decision tree analysis.
- Integrating quality assurance practices into project management.
- Conducting inspections, testing, and performance reviews.
- Managing deliverables and conducting scope testing.

Section 4: Change Management and Project Closure

- Handling changes to project scope and establishing change control processes.
- Establishing criteria and systems for managing scope changes.
- Addressing political and cultural challenges related to scope changes.
- Performance reporting and variance management.
- Configuration management and product acceptance.
- Project closure processes and final deliverables acceptance.

Certificate Description

Upon successful completion of this training course, delegates will be awarded a Holistique Training Certificate of Completion. For those who attend and complete the online training course, a Holistique Training e-Certificate will be provided.

Holistique Training Certificates are accredited by the British Assessment Council (BAC) and The CPD Certification Service (CPD), and are certified under ISO 9001, ISO 21001, and ISO 29993 standards.

CPD credits for this course are granted by our Certificates and will be reflected on the Holistique Training Certificate of Completion. In accordance with the standards of The CPD Certification Service, one CPD credit is awarded per hour of course attendance. A maximum of 50 CPD credits can be claimed for any single course we currently offer.

Categories

IT & Computer Application, Project Management, Technology

Tags

Quality Assurance QA, Project management, management

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