

# Course Title: Managing Requirements for SharePoint Projects

2 Day Workshop – Course BA09

**Course ID: BA09**

**Credits: 14 PDUs**

**Course Level:** Basic/Intermediate

## **Prerequisites:**

No prerequisites - This course suitable for both novices and experienced people who need to manage and communicate requirements for SharePoint projects. It is recommended that participants complete the BA01 – Business Analysis Essentials course prior to enrolling or have equivalent experience. Experience working with Microsoft Sharepoint is helpful and recommended.

## **Course Abstract:**

Successful projects are built on the foundation of well-written requirements and how well they are managed. Many traditional project teams run into trouble when they try to define all of the requirements up front, but the reality is that the requirements document is usually insufficient. Regardless of how much effort goes into it, requirements change during the project and have to be updated.

SharePoint has capabilities that can help your company quickly respond to changing business needs, but how do you define and manage these needs will determine how successful you shall be.

## **Course Overview:**

Many of today's Project Management and Business Analyst professionals are finding themselves leading, managing and analyzing SharePoint initiatives - only to find that many of the tools and techniques applied no longer work as effectively or at all. In order to do more than survive in this iterative development environment, today's Project Manager and Business Analyst must employ additional project management and business analysis tools and techniques to effectively lead their teams and deliver their projects.

Requirements can change frequently during a SharePoint project, and therefore projects need a streamlined, flexible approach to requirements change management. SharePoint professionals want to develop systems and services which are both high-quality and high-value, and the easiest way to achieve this is to implement the highest priority requirements first. This enables the projects to maximize value for their stakeholders.

The course will explore how your projects can easily and successfully manage requirements in an effective SharePoint environment.

**Included:**

- Full Student Guide
- Business Analyst and Project Management templates

**Course Duration:** 2 days

**Intended Audience:** Executives, Project Managers, Business Analysts, Business and IT stakeholders engaged in improving the delivery of products and services that meet user needs through the use of Microsoft SharePoint; Anyone who wants to improve their Business Analysis skills; Project stakeholders concerned with SharePoint requirements

**Learning Objectives:**

- Plan, manage and close requirements for a project in reduced time using good business analysis practices
- Minimize project uncertainty and risk by applying good techniques
- Ensure your project delivers required functionality and adds value to the business
- Create an environment of self-management for your team that will be able to continuously align the delivered product or services with desired business needs, easily adapting to changing requirements throughout the process.

**Section 1: Introduction – Roles involved in a SharePoint project**

- The opportunities and challenges of a SharePoint project
- The business analysis process
- BA role vs. project manager role
- BA / PM competencies

**Section 2: Understanding SharePoint Requirements**

- Business, User, Functional, Quality-of-service and implementation requirements
- Requirements vs. specifications
- Requirements vs. business rules
- Risk management and risk response strategies
- Analyzing requirements
- Characteristics of effective requirements

**Section3: SharePoint Requirements Modeling**

- Identify high level scope
- Identify initial requirements stack
- Identify an architectural vision
- Plan your iteration

- Iteration modeling
- Model storming
- Test driven development

**Section 4: The Change Management Process**

- Managing the Solution Scope and Requirements
- Capturing the Requirements Traceability
- Maintaining the Requirements for re-use
- Managing Requirements Conflicts
- Preparing the Requirements Package
- Building the Requirements communications plan

**Section 5: Assessing and Validating Requirements**

- Validating and verifying SharePoint Requirements
- Creating a master test plan
- Create test scenarios and test cases

**Section 6: Additional Information**

- Useful books and links on managing requirements and projects for SharePoint initiatives.