Since 1990, Requirements Experts has been training and consulting with government agencies, private companies, and service organizations. We also learn from our students, over 25,000 of them, so that the concepts and approaches we teach remain relevant to today’s project and product development challenges.

ONE-DAY SEMINARS:
- Scope Definition
- Writing Good Requirements
- Eliciting and Writing Requirements
- Managing Requirements
- Work Product Inspections
- Work Product Inspections Moderator
- Becoming an Agile Business Analyst: The Fundamentals

TWO-DAY SEMINARS:
- Requirement Definition
- Requirement Management
- Scope and Requirements: Elicit, Write, Validate
- Writing Performance-Based Statements of Work (PBSOW)
- Requirement Fundamentals for the Business Analyst

THREE-DAY SEMINARS:
- Requirement Definition & Management

SERVICES:
- Requirements JUMPSTART
- Requirements Audits
- Expert Consulting
- Teaming
- Process Improvement
- Facilitation

PRODUCTS:
- Requirements Best Practices
- DVD Series
- Guide for Managing and Writing Requirements

3033 South Parker Road Suite 420, Aurora, CO 80014 • Phone: 303-481-8467 • ReqExperts.com

GOOD REQUIREMENTS REFERENCE CARD

A requirement shall state: “Who is responsible” and “What shall be done”

WRITE GOOD REQUIREMENTS:
- With these characteristics:
  - One thought
  - Concise
  - Simple
  - Stated positively
  - Grammatically correct
  - Unambiguous
  - Only understood one way
  - Verifiable (Inspection, Analysis, Demonstration, Test)
- Free of implementation (state “What” not “How”)
- Capture rationale
- Written at the correct level
- Ensure traceability to the next higher level
- Use correct terms:
  - Shall = requirement
  - Will = facts or declaration of purpose
  - Should = goal

AVOID:
- about
- acceptable
- accommodate
- adequate
- and/or
- appropriate
- as allowed
- as directed
- be able to
- compatible
- desirable
- durable
- efficient
- essential
- optimum
- possible
- practical
- reasonable
- relevant
- robust
- significant
- heavy duty
- high
- if possible
- dependable
- industrial grade
- insufficient
- intent
- low
- maximize
- minimize
- necessary

MINIMIZE USE OF:
- normal
- smooth
- strict
- sufficient
- suitable
- user friendly
- various
- words ending in -ize and -ly

DEFINE YOUR SCOPE BEFORE YOU WRITE REQUIREMENTS:
- Define need, goals and objectives
- Identify all stakeholders
- Identify drivers, constraints, dependencies
- Document assumptions
- Define all external interfaces
- Share the vision and get buy-in
- Set expectations and manage throughout project

ELICIT REQUIREMENTS:
- Operational Concepts
  - A day in the life ...
  - User Stories