Effective Requirements Elicitation Workshops

Requirements Elicitation Workshops are one of several techniques used to define and develop requirements. Workshops are ideal when disparate stakeholder groups are involved with the project. Sessions are led by a skilled facilitator and attended by representatives and subject matter experts from each stakeholder group who meet to discuss and agree on a set of project requirements.

Primary Role: Facilitator

- Define Project Scope and Objectives
  - Identify and meet with sponsor, decision makers and customers to gain insight into critical business needs, desired outcomes and constraints.
  - Identify pre-existing commitments that may impact project outcomes.

- Analyze Potential Requirement Sources
  - Review legacy system documentation, data models, policies and regulations.
  - Review historical data that may provide knowledge into the projects desired state.

- Identify and Engage Stakeholders
  - Identify and obtain commitment from stakeholders; seek managerial approval as necessary.
  - Communicate goals, expected outcomes, time commitment and required actions.
  - Identify and consider underlying concerns.

- Prepare for Workshop Sessions
  - Preparation includes workshop agenda, sign-in sheet, interview questionnaire and job-aids for capturing requirements.
  - Distribute relevant materials to group as read-ahead.

- Conduct Workshop Sessions
  - Introduce requirements gathering technique.
  - Discuss objectives, scope, constraints and risks.
  - Use job-aids to capture information related to system, user roles, data, interfaces.