



# ***BI Requirements Gathering and Management***

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### **Module 0. About the Course (6 min)**

### **Module 1. Requirements Gathering Overview (29 min)**

- *Introduction*
- *Requirements Definition*
  - Role of Requirements Definition
  - Requirements Characteristics: Specific
  - Requirements Characteristics: Complete
  - Requirements Characteristics: Traceable
  - Requirements Characteristics: Verifiable
  - Requirements Verification
- *Requirements Gathering Challenges*
  - BI Projects Vs. Traditional Projects
  - Data Centricity
  - Unknown Requirements
  - Evolving Requirements
- *Requirements Classifications*
  - Program vs. Project Requirements
  - Program Requirements: BI Capabilities
  - Program Requirements: Technology
  - Program Requirements: Business Applications
  - Program Requirements: Business Benefits
  - Program Requirements: Data Content
  - Program Requirements: Performance Constraints
  - Requirements Perspectives
- *Requirement Gathering Techniques*
  - Gathering Technique Selection
  - Gathering Techniques
  - Gathering Techniques: Individuals
  - Gathering Techniques: Groups
  - Gathering Techniques: Examination
- *Summary*

### **Module 2. Requirements Gathering Techniques (80 min)**

- *Introduction*
- *Requirements Gathering Techniques*
- *Gathering Requirements from Individuals*
  - Overview
  - Interview
    - Participants
    - Scheduling
    - Preparation
    - Conducting
    - Documenting
    - Follow Up
  - Observation
    - Activities and People
    - Scheduling
    - Preparation
    - Conducting



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- Documenting
  - Follow Up
  - Combining Observation and Interview
  - Review
- *Gathering Requirements from Groups*
  - Overview
  - Facilitation
    - Objective
    - Participants and Roles
      - Facilitators
      - Active Participant
      - Scribe
      - Observer
      - Sponsor
    - Scheduling
    - Preparation
      - Preparation: Facilities
    - Conducting
    - Documenting
    - Follow up
  - Workshop
  - Prototyping
    - High-Level Requirements
    - Expectation Setting
    - Working Model
    - Documentation
    - Follow Up
  - Survey
    - Preparation
    - Creation
    - Distribution
    - Collection and Consolidation
    - Interpretation
    - Documentation
    - Follow Up
  - Review
- *Gathering Requirements by Examination*
  - Overview
  - Research
    - Identification and Review
    - Documentation
    - Follow Up
  - Data Profiling
    - Preparation
    - Examination
    - Documentation
    - Follow Up
  - Reverse Engineering
    - Artifact Determination
    - Tracing
    - Documentation



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- Follow Up
- Current State Analysis
  - Artifact Determination
  - Analysis
  - Documentation
  - Follow Up
- Process Analysis
  - Process Determination
  - Analysis
  - Documentation
  - Follow Up
- Review
- Challenges
  - Technique Choices
  - Business Environment
  - IT Environment
  - Organizational Issues
  - Nature of Requirements
  - Review

### **Module 3. Requirements Areas (53 min)**

- *Introduction*
- *Program vs. Project Requirements*
- *Business Intelligence Capabilities*
  - Requirements Areas
    - Reports and queries
    - OLAP
    - Scorecards
    - Data Visualization
    - Dashboards
    - Analytics
  - Sources
  - Gathering Techniques
  - Key Questions
- *Technology*
  - Requirements Areas
    - Data Modeling
    - Metadata management
    - Data Profiling
    - Data Integration
    - Data Presentation
    - Data and Text Analytics
    - Big Data
  - Sources
  - Gathering Techniques
  - Key Questions
- *Business Application*
  - Requirements Areas
    - Known Requirements
    - Unknown Requirements
    - Key Performance Indicators



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- Strategies
  - Operational Support Requirements
  - Business Alert Requirements
- Sources
- Gathering Techniques
- Key Questions
- *Business Benefits*
  - Requirements Areas
    - Tangible Savings
    - Intangible Benefits
    - Market Position Improvements
    - Decision Improvements
    - Timeliness Improvements
    - Efficiency Improvements
    - Effectiveness Improvements
  - Sources
  - Gathering Techniques
  - Key Questions
- *Data Content*
  - Requirements Areas
    - Data Elements
    - Quality
    - History
    - Retention
    - Disposal
    - Certification
  - Sources
  - Gathering Techniques
  - Key Questions
- *Performance Constraints*
  - Requirements Areas
    - Service Levels
    - Security
    - Data Currency
    - Availability
  - Sources
  - Gathering Techniques
  - Key Questions
- *Summary*

### **Module 4. Requirements Management (16 min)**

- *Introduction*
- *Documentation Requirements*
  - Critical Information
    - Key
    - Statement
    - Rationale
    - Verification Criterion
    - Priority/Urgency
    - Classification
    - Source



## BI-08: BI Requirements Gathering and Management

- Cross-Reference
    - Format
    - Agile Requirements
- *Ensuring Traceability*
  - Overview
  - Source
  - Cross-Reference
  - Classification
- *Post Project Requirements Management*
- *Summary*