

The System Requirements Journey 系統要求理論和方法

MEDIUM : English

COURSE CODE : SRJ

DURATION : 2 Days

An accurate and acceptable requirement specification remains the most critical element in deploying new technology. Research has shown that mistakes made during this phase is the most common cause for IT project failure.

Mistakes made during the requirements gathering and design phase can lead to:

- Scope creep
- Critical functionality being left out
- False assumptions being made
- Flaws in design
- Wrong solutions being selected
- Project overruns

The right approach will ensure greater acceptance by users of the final solution, and enable greater levels of success. This 2-day training course takes attendees through the journey of the requirements analysis process.

Who Should Attend?

Business Analysts, Users, Analyst Programmers, System Architects, IT Procurement Staff, Project Managers, and anyone who wants to understand the latest techniques in developing a **Specification of Requirements**.

Course Styles

We identify and address the common mistakes made by many IT professionals and provide case *studies* as a way to endorse new concepts demonstrated in this course. They will also have access to a range of *templates* to assist them in their own requirements gathering journey, when they return to work.

Course Outline

1. Introduction

- Implication of inaccurate requirements
- Common mistakes made by IT professionals
- Identifying techniques to address these mistakes
- Modern business analysis processes (what's the latest trends and what works best in practice)
- Techniques to manage and engage stakeholders throughout the journey
- The importance of measurement and quantification in the analysis process

2. Requirements Journey

- Problem definition and scope management
- Defining 'as is' and 'to be' models
- Preliminary Requirements Definition
- Techniques for Detailed Requirements Definition
- Defining critical Non-Functional requirements
- Testing assumptions and design principles
- Defining the implementation approach as part of the requirements specification

3. Techniques used in Writing a Specification of Requirements

- Business scenario definition
- Use Case annotation and modeling (are Use Cases valid for every project?)
- Critical Requirements Analysis (how do we define what's critical to the business?)
- BPM annotation (why is this becoming so popular?)
- Other system modeling techniques (what works and when)
- Defining Test Based requirements (How do we define quality)
- Designing flexibility
- Final documentation format

4. Methods

- Interviewing techniques
- Structuring user workshops to define requirements
- Data collection and analysis techniques
- Problem definition
- Gaining formal sign-off by users
- Strategies for gaining greater user acceptance and adoption

COURSE ARRANGEMENTS

Week	Course Date	Course Title	Course Code	Duration (Days)	Fees* (HK\$)	Enroll before these dates to Enjoy our Early Bird Rates	Cancellation Deadline	Medium	
January 2015									
3	Jan-12, 2015	Blue Ocean Change Management 【藍海變革管理】	BCHM	1	HK\$3,480	HK\$3,180	Dec 19, 2014	Dec 24, 2014	C/E
	Jan-13-14, 2015	Managing People for Win-Win Results	MPWWR	2	HK\$6,180	HK\$5,680	Dec 19, 2014	Dec 24, 2014	C/E
	Jan-14, 2015	Win-Win Negotiation	WIN	1	HK\$3,480	HK\$3,180	Dec 19, 2014	Dec 24, 2014	C/E
	Jan-16, 2015	Influencing Others without Formal Authority	IFSW	1	HK\$3,480	HK\$3,180	Dec 19, 2014	Dec 24, 2014	C/E
4	Jan-19-20, 2015	Systems Requirement Journey	SRJ	2	HK\$6,380	HK\$5,880	Dec 24, 2014	Dec 29, 2014	E
	Jan-21, 2015	Business Consulting Skills	BCS	1	HK\$3,680	HK\$3,380	Dec 24, 2014	Dec 29, 2014	E
	Jan-21, 2015	Leadership Skills Workshop	LSW	1	HK\$3,480	HK\$3,180	Dec 24, 2014	Dec 29, 2014	C/E
	Jan-22, 2015	Professional Telephone Skills Workshop	PTSW	1	HK\$3,480	HK\$3,180	Dec 24, 2014	Dec 29, 2014	C/E
	Jan-23, 2015	Sales Coaching Workshop	NEW SCW	1	HK\$3,480	HK\$3,180	Dec 24, 2014	Dec 29, 2014	C
5	Jan-26, 2015	Negotiating Skills for Buyers	NEW NSF	1	HK\$3,680	HK\$3,380	Jan 2, 2015	Jan 7, 2015	E
	Jan-27, 2015	Managing and Measuring Vendor Performance	NEW MMVP	1	HK\$3,680	HK\$3,380	Jan 2, 2015	Jan 7, 2015	E
	Jan-28, 2015	Contract Management	NEW CTM	1	HK\$3,680	HK\$3,380	Jan 2, 2015	Jan 7, 2015	E
	Jan-29, 2015	Speed Thinking & Ideas Blitz	NEW STIB	1	HK\$3,680	HK\$3,380	Jan 2, 2015	Jan 7, 2015	E
	Jan-30, 2015	Rapid Innovation	NEW RI	1	HK\$3,680	HK\$3,380	Jan 2, 2015	Jan 7, 2015	E
February 2015									
1	Feb-04, 2015	Effective Email Writing	EMAIL	1	HK\$3,480	HK\$3,180	Jan 9, 2015	Jan 14, 2015	C/E
	Feb-05, 2015	Time and Task Management	TTM	1	HK\$3,480	HK\$3,180	Jan 9, 2015	Jan 14, 2015	C/E
	Feb-06, 2015	Managing Conflict and Disagreement	MCD	1	HK\$3,480	HK\$3,180	Jan 9, 2015	Jan 14, 2015	C/E
	Feb-06, 2015	Performance Management and Coaching	PMC	1	HK\$3,480	HK\$3,180	Jan 9, 2015	Jan 14, 2015	C
2	Feb-09, 2015	Leadership with Sun Tzu 【孫子領導智慧】工作坊	STL	1	HK\$3,480	HK\$3,180	Jan 16, 2015	Jan 21, 2015	C
	Feb-11, 2015	Strategic Thinking : The Mind of a Strategist	ST	1	HK\$3,480	HK\$3,180	Jan 16, 2015	Jan 21, 2015	C/E

TIME: 9:00 am - 5:00 pm daily **VENUE:** Regal Hongkong Hotel, Causeway Bay, HK.

*** Fees includes refreshments and lunch**

**** We accept P. Cards**

PAYMENT AND CONFIRMATION:

- Seminar fees cover full set of course materials, lunch and refreshments. Seminar fees are payable in advance.
- For enrolment by email, please provide all information per the standard Enrolment Form on this page.
- For enrolment by fax, mail or email, CEL will issue an acknowledgement fax or email to the Authorized Person the next day from receipt of the enrolment.
- Enrolments received by fax, mail or email on or before early bird deadline will be entitled to the early bird rate.
- Joining instructions for confirmed registrations will be sent to the Authorized Person about 2 weeks before the seminar.

CANCELLATION AND SUBSTITUTION POLICY:

- There is no cancellation charge for cancellations made on or before the cancellation Deadline.
- Registrant(s) who fail to attend, or who cancel(s) after the cancellation deadline(s) are liable for the entire fee.
- All cancellations should be notified in writing.
- Enrolments received AFTER the cancellation deadline are subject to the same cancellation deadline.
- Registrants may send substitutions in their place anytime. However, substitutions are not allowed once a seminar has commenced.

ATTENDANCE CERTIFICATE:

A Certificate of Completion will be given to each delegate who have attended more than 70% of the enrolled course(s).

CORPORATE DISCOUNT SCHEME & QUANTITY DISCOUNTS:

Please visit our Website at www.celhk.com or telephone Ms Mak at 2838 1182 to inquire the above.

Communications Engineering Ltd. reserves the right to vary the course programmes or arrangement if this proves necessary.

ENROLMENT FORM

Name	Job Title	Tel No	Mobile No	Course Code
(Mr/Ms) _____	_____	_____	_____	_____
(Mr/Ms) _____	_____	_____	_____	_____
(Mr/Ms) _____	_____	_____	_____	_____
(Mr/Ms) _____	_____	_____	_____	_____

Company Name :

Address :

Contact Person : (Mr / Ms) **Job Title :**

Direct Line : **Email Address :**

Mobile : **Fax :**

Authorized Person : (Mr/Ms)

Job Title : **Direct Line :**

Signature : **Date :**

Cheque enclosed for HK\$

Please note seminar fees are payable in advance

Made payable to **Communications Engineering Ltd.**

Please tick (✓) if you require a receipt



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