



## Requirements Roadmap - immersion approach

The ideal minimum period is two weeks elapsed with a total of seven days consulting involved for a team of two.

### 1. Business briefing.

**Purpose:** Get the business viewpoint from stakeholders and strictly in terms of business needs, business attitudes, business outcomes, risk appetite, track record and all the important information to gear up for a project that satisfies the business need.

**Format:** Formal short interviews with up to ten individuals from senior management culminating in up to two hours in a facilitated group workshop.

**Outcomes:** A clear agreed picture of what the business expects to achieve and where the boundaries will lie in terms of costs, returns, time to market and any other criteria raised.

A strong indication of how success will be measured.

#### Outputs:

1. One page summary signed-off by stakeholders.
2. A list of users to be interviewed along with their roles and responsibilities.

**Duration and effort:** One day's work for one to two consultants spread over two days.

### 2. User requirements

#### Purpose:

Understand and map the user activity and process that currently occurs in the subject domain in order to understand the drivers, the issues and the problems from the perspective of the users who must deliver improvements as a result of this initiative.

#### Format:

Interviews with up to 15 users individually plus two interactive workshops with any or all of the participants.

**Outcomes:**

A clear picture of the existing process to be improved/automated identifying the areas where there are known problems and expectations of improvement. A record of the key business and process rules that cannot be changed

**Outputs:**

1. Simple and clear UML diagrams describing the scope of the processes and activities as they exist along with the interactions between teams or departments and in some cases, systems.
2. Written business rules.
3. Stakeholder communication chart demonstrating who needs to be consulted on which areas.

**Duration and effort:**

Four days work spread over 5 days with two consultants involved

### 3. Functional requirements

**Purpose:**

This is a fairly comprehensive list of detailed requirements suitable to be presented via a questionnaire to potential suppliers in order to seek their proposals for the best solution to your problem.

**Format:**

This will be mostly carried out off-site with telephone and email communication between consultants and key stakeholders.

**Outcomes:**

A clear understanding in functional terms of what you want a new system to be able to do, written in such a way as to let a supplier choose the best possible solution for your needs.

**Outputs:**

1. A numbered and detailed list of the functionality required from a new system
2. List of any non functional requirements and any firm business, or process rules that must be taken into account

**Duration and effort:**

Two days work for two consultants

## **Overall outcomes of the engagement.**

In just seven days, you will achieve a depth of understanding of the problem domain that is no always achieved even in lengthy requirements exercises.

All important stakeholders will have been engaged with by independent consultants and will feel involved, consulted and listened to.

Your supplier, or IT department will receive a project brief that leaves them in no doubt about what you want to achieve and what the boundaries are.

The documentation produced will enable technologists to find you the best possible solution within your individual constraints.

## **Final outputs.**

A clear statement of executive requirements as stated and agreed by senior stakeholders

A clear picture of the problem domain in process terms with identification of key problem areas.

A definition of the constraints in terms of business and process rules, non functional requirements, budget, time to market and any other relevant known constraints.

## **What you should do next.**

Once you have these documents in your hands, you should act on them immediately. These documents represent an accurate picture of how your business stakeholders responded in an open environment and apart from the likelihood of omissions that can always occur, this is a good and accurate picture more than sufficient for the current purpose.

Approach your potential suppliers and ask them to read the documents, give them a set time and date to contact you with any questions or queries and then answer these.

Create an FAQ type document where you included all the questions received and answers given and circulate that to all interested suppliers

Invite them to pitch you with proposals and immediately begin your process of elimination.

Negotiate a sound and favourable agreement with your chosen supplier.

Pass these requirements to a test specialist and ask for acceptance criteria and test cases to be developed from them so that you can satisfy yourself with the system delivered before you accept it and pay the invoice.

To find out more contact [requirements@thebridger.co.uk](mailto:requirements@thebridger.co.uk)