

Austin Community College
BMGT 2071 Requirements Planning and Review
Syllabus Version: Spring 2012

INSTRUCTOR: Dr. Joyce Statz 512-346-5228 joyce.statz@gmail.com

Length: 27 Hours

OFFICE HOURS: (classroom) half hour before class each evening
(phone or email) response within 24 hours

TEXTS: Required: Class notebook, distributed at first class session.
Required: *A Guide to the Business Analysis Body of Knowledge® (BABOK® Guide), version 2.0.* IIBA®, 2009.
Electronic copy in PDF format is available (**recommended**) at:
<http://secure.ultracart.com/cgi-bin/UCEditor?merchantId=IIBA&ADD=BABOKV2>.
Also available at the [Book Depository](http://www.bookdepository.com/browse/book/isbn/9780981129211)
[<http://www.bookdepository.com/browse/book/isbn/9780981129211>]

DESCRIPTION OF COURSE: This course enables business analysts to plan a project's requirements activities, interact with subject matter experts, track progress of requirements implementation, review requirements with stakeholders, and manage changes in scope throughout a project. Participants learn practical requirements life cycles (both plan-driven and change-driven), and they learn how to plan the work needed to respond to business needs. Participants learn how to select requirements documentation to be reviewed, the roles and responsibilities of reviewers, how to perform reviews, and how to use the resulting data from reviews. They practice these skills in exercises and in homework using a case study.

OBJECTIVES: This course is useful for developing business analysis skills. It also provides BABOK®-based course hours toward the International Institute of Business Analysis (IIBA®) Certified Business Analyst Professional™ (CBAP®) or Certification of Competency in Business Analysis™ (CCBA®) designations, as well as Continuing Development Units (CDU's) for re-certification.

The student who successfully completes this course will be able to:

1. Define a useful life cycle for handling requirements for a project
2. Provide examples of the various types of requirements
3. Identify the key stakeholders in requirements
4. Establish business needs for a project, along with measures of business value
5. Plan, sequence, and estimate effort for the requirements activities of a project
6. Communicate the status of requirements activities
7. Document a requirements change management process for a project
8. Select a review technique and review checklists for a set of requirements
9. Select the specific requirements to be reviewed in a team session
10. Participate as a reviewer and as a requirements review session leader
11. Use the results of a requirements review to repair requirements defects
12. Perform a causal analysis on a set of defects, and identify ways to avoid the recurrence of those defects.

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PREREQUISITES: Those taking the course must have at least a year's experience as a project team member, preferably working on project requirements. This enables class members to augment their learning environment by sharing their varied experiences.

MODULES IN THE COURSE: This course covers the following topics:

- Requirements Overview and Life Cycle
- Understanding Business Needs and Benefits
- Planning the Requirements Scope and Project Life Cycle
- Building a Requirements Work Breakdown Structure
- Estimating Requirements Effort
- Monitoring Business Analysis Work
- Tracing Requirements and Managing Requirements Change
- Requirements Review Techniques: inspection, walkthrough, technical review
- Using Causal Analysis to Remove Sources of Defects
- Using Reviews Results and Data

EVALUATION:	1. Course Exam	50%
	2. Exercises and Homework	50%
	3. Class Attendance (at least 80% of class hours)	

A completion certificate worth 2.7 continuing education units (CEUs) will be awarded for a totalⁱ course score of 70% or better, with minimum attendance. 2.7 CEU's are equivalent to 27 PMI Professional Development Units (PDU's) or 27 IIBA[®] Continuing Development Units (CDU's).

POLICIES:

Participation:

Students are expected to arrive on time, stay the entire class period, and actively participate in class, asking questions and sharing personal experiences. A student who misses more than 20% of the class will not receive a completion certificate. A short break occurs after 90 minutes of class time. Meals are not provided, but a nearby break room has snack and drink machines.

Makeup Tests and Assignments:

In the short class schedule, make up classes are not available. Students who must miss some portion of class may be able to make alternate arrangements with the instructor to make up what they miss.

Honesty:

Plagiarism and cheating are serious offenses and may be punished by failure on an exam or assignment, failure in the course, and or expulsion from the college. For more information refer to the "Academic Honesty" policy in the student catalog.

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