



RequirementsExperts

Training and Services for Project Success

Since 1990, Requirements Experts has been training and consulting with government agencies, private companies, and service organizations. We also learn from our students, over 25,000 of them, so that the concepts and approaches we teach remain relevant to today's project and product development challenges.

ONE-DAY SEMINARS:

- Scope Definition
- Writing Good Requirements
- Eliciting and Writing Requirements
- Managing Requirements
- Work Product Inspections
- Work Product Inspections Moderator
- Becoming an Agile Business Analyst: The Fundamentals

TWO-DAY SEMINARS:

- Requirement Definition
- Requirement Management
- Scope and Requirements: Elicit, Write, Validate
- Writing Performance-Based Statements of Work (PBSOW)
- Requirement Fundamentals for the Business Analyst

THREE-DAY SEMINARS:

- Requirement Definition & Management

SERVICES:

- Requirements JUMPSTART
- Requirements Audits
- Expert Consulting
- Teaming
- Process Improvement
- Facilitation

PRODUCTS:



Requirements
Best Practices
DVD Series



Guide for
Managing and
Writing
Requirements

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GOOD REQUIREMENTS REFERENCE CARD

A requirement shall state: “Who is responsible” and “What shall be done”

WRITE GOOD REQUIREMENTS:

- **With these characteristics:**
 - ~ One thought
 - ~ Concise
 - ~ Simple
 - ~ Stated positively
 - ~ Grammatically correct
 - ~ Unambiguous
 - ~ Only understood one way
 - ~ Verifiable (Inspection, Analysis, Demonstration, Test)
- **Free** of implementation (state “What” not “How”)
- **Capture** rationale
- **Written** at the correct level
- **Ensure** traceability to the next higher level
- **Use** correct terms:
 - ~ **Shall** = requirement
 - ~ **Will** = facts or declaration of purpose
 - ~ **Should** = goal

AVOID:

about	durable	hereinafter	normal
acceptable	efficient	high	smooth
accommodate	essential	if possible	strict
adequate	optimum	dependable	sufficient
and/or	possible	industrial grade	suitable
appropriate	practical	insufficient	user friendly
as allowed	reasonable	intent	various
as directed	relevant	low	words ending in
be able to	robust	maximize	-ize and -ly
compatible	significant	minimize	
desirable	heavy duty	necessary	

MINIMIZE USE OF:

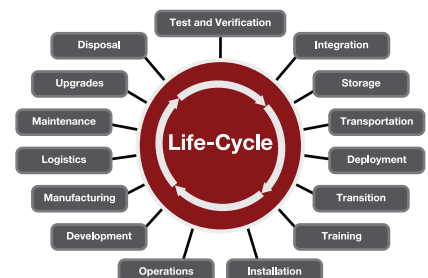
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DEFINE YOUR SCOPE BEFORE YOU WRITE REQUIREMENTS:

- Define need, goals and objectives
- Identify all stakeholders
- Identify drivers, constraints, dependencies
- Document assumptions
- Define all external interfaces
- Share the vision and get buy-in
- Set expectations and manage throughout project

ELICIT REQUIREMENTS:

- Operational Concepts
 - ~ A day in the life ...
- User Stories



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