

Best Practices of Requirements Analysts

- Develop or tailor and use organizational and project requirements policies, a requirements process, proven and familiar requirements methods, and an industry strength automated requirements tool. Advocate proven approaches.
- Collaborate with customers and users concerning the stated requirements to *identify* the real requirements, and apply effective requirements gathering techniques. Look at the requirements from multiple *viewpoints*. Involve customers and users throughout the development effort.
- Meet minimum requirements. Prioritize requirements early and often to identify important and urgent needs.
- Do not make requirements decisions.
- Do not gold plate (add features or capabilities).
- Use a project glossary and a project acronyms list.
- Utilize domain/subject matter experts (SME) who are knowledgeable and experienced in the functional areas being addressed by the technical effort.
- Utilize an effective mechanism to control changes to requirements and new requirements.
- Quantify the return on investment (ROI) from using specific requirements practices and methods, and provide this data to project management. Encourage the PM to invest 8-14% of total project costs on the (system life cycle) requirements process.
- Develop and apply a set of "Rules of Conduct" that describe how project staff members are to treat one another.
- Develop and apply a set of "Guidelines for Effective Meetings" and "Guidelines for Effective Emailing." If utilized, these will save countless hours and dollars.
- Develop or tailor and apply a set of "criteria of a good requirement."
- Document the *rationale* for each requirement (why it is needed).
- Iterate the requirements and the architecture repeatedly to emerge better requirements and a more robust architecture.
- Use requirements workshops to achieve a shared vision, facilitate commitment, and gain buy-in of all stakeholders.
- Provide requirements training for requirements analysts, for members of the project staff, and for stakeholders.