This two-day highly successful course has been re-designed especially for UW-Madison to help those involved in, or responsible for gathering, documenting, and prioritizing requirements for the multitude of current campus projects/initiatives. These courses are sponsored by the UW-Madison CIO and are being offered at no charge to the campus community in appreciation of the importance of the business analysis work needed to address the increased complexity of our campus projects. This course also acknowledges the ever increasing skill levels of our business analysts and the importance of continually enriching the learning experience to better prepare attendees for the challenges.

**Foundation Topics:**
- Effects of poorly described or incomplete requirements
- Stakeholder identification and prioritization
- Visual tools to help gather requirements
- Facilitating interview sessions
- Handling difficult dialog - "Crucial Conversations"
- Creating rich questions/using step ladder interviewing
- Categorizing requirements with affinity diagrams
- Group decision making techniques

**Advanced Topics:**
- Using decision matrices to manage large volumes of requirements
- Communicating requirements through scenarios and storyboarding
- The role of requirements in iterative/Agile as well as waterfall development
- Using requirements gathering to help with organizational change management
- Prioritizing requirements using QFD
- Developing user stories and use cases
- Creating non-functional requirements
- Requirement traceability and testing
- Communicating for buy-in
- Tips on avoiding pitfalls

**Instructor Scott Converse** is Director of Project Management and Process Improvement programs for the University of Wisconsin-Madison School of Business.

Registration for the November 10-11 course is available on the OHRD Registration System: [http://go.wisc.edu/rbsju2](http://go.wisc.edu/rbsju2)

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