

Writing Report Requirements

Duration

1 day

Instructor

Pamela Hollington

Class Limit

20 students

Prerequisite

None

Price

On-site

Please contact SPC for pricing (contact information on page 2)

Public Training

\$595 (1 day)

*Discount available for early registration

Materials Provided

- Student manual containing the course slides
- Student handouts with class exercises

Many organizations are embarking on new systems implementations - be they off-the-shelf packages, or custom-developed solutions. They want to improve their business performance and better manage the business with the data the system captures.

Other companies are finding that once they have automated much of their business and process data, their need to retrieve it in order to support operational and strategic decision-making is growing. They require practical and useful reports that pull and translate data into information that is manageable by those who own or manage the business area.

In both scenarios, the need to understand report requirements in order to design, develop and implement systems solutions is critical.

This one-day session provides practical tips and techniques for creating useful report requirements that can be evaluated, estimated, and implemented within the organization.

Learning topics include:

- Report Creation Environments
- The Value and Importance of Useful Reports
- Approaches to Report Development
- Report Requirements
- Report Design & Development
- Report Specifications

Intended Audience

This seminar is ideal for business analysts and systems analysts looking for insight into the specific considerations for writing report requirements.

Please note that this is not a technology-based course. Content focuses on the analysis of business needs and the definition of the report specification. There will not be examples in creating stored procedures or other queries to extract data, or use of tools to create report structures.

TRAINING

Writing Report Requirements

Instructor

Pamela is an experienced professional with a strong knowledge of business processes and management issues, and a proven background in systems definition, implementation and project management. She has over twenty years experience, including work in the financial, manufacturing, distribution and retail industries as well as successful consulting assignments in the public and private sectors. Pamela's background includes work in many aspects of Information Technology and Business Strategy development and implementation.

She holds an MBA from the University of Toronto, and the professional designation of Information Systems Professional (ISP) from the Canadian Information Processing Society. She is an active member of the Project Management Institute and hosts local chapter meetings of the IS Specific Interest Group (ISSIG) in Vancouver.

For more information on this or other SPC Springboard courses, please visit www.spcspringboard.com or e-mail SPC at info@spc.ca

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Outline

Course Overview & Introductions

Report Creation Environments

- As part of a custom-build environment
- As part of a package solution
- External reporting

The Value and Importance of Useful Reports

Approaches to Report Development

- Are they the first or last thing you do in systems design / development?
- Pros and cons of each approach

Report Requirements

- Considerations for report design
- Questions to ask
- Business rules
- Translating requirements into design specs

Report Design & Development

- Data analysis and report design – the links between the two
- Mock ups & prototype reports
- The role of testing in report design, development and deployment

Report Specifications

- The template for a good report spec
- Edit of sample specs
- Discussion of particular report needs

Report Standards

- Launch screens and parameters
- The need for layout & format standards
- The value of consistency in standards

Wrap-up & Review



TRAINING

