

Everything Project Managers Need to Know About Requirements (But are too Busy to ask)

Duration

2 days

Instructor

Johanna Rothman

Class Limit

20 students

Prerequisite

None

Price

On-site:

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

Public Training:

\$995 (2 days)

*Discount available for early registration

Materials Provided

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

Many of us start projects with fuzzy requirements or mandates: "Get me a blatz by next June." The only defined piece of the project is the ship date. Or, maybe you start projects with a demand for a feature by a certain date. You have to decide how many other features you have to fit into this release, how many people you need, and how good it's going to be - all before you have any idea what the initial demand truly is.

Welcome to project requirements. By adapting product requirements techniques to the project, you can determine what you're supposed to do, how quickly, and how well and with whom.

And as a project manager, you don't just have to know the project's requirements, you have to know enough about the product's requirements too, to plan, monitor, and complete the project. We'll discuss how to iterate between the project and product requirements to build a plan, a schedule, plan for measurements, and release:

- Define project requirements and how those are similar and different to product requirements
- Quickly learn your project's requirements
- Improve starting projects for success
- Prevent disconnect between you and your management
- Develop communication skills about the project with the technical staff and management

You'll learn how to start those unclear projects better. You'll increase your ability to start projects faster with the appropriate people. And, you'll choose a lifecycle that fits your project, to increase the likelihood of project success.

Intended Audience

This workshop is useful to technical leads, project managers, and managers who have project responsibility.

TRAINING

Everything Project Managers Need to Know

Instructor

Johanna Rothman consults on managing high technology product development. She helps managers, teams, and organizations become more effective by focusing on project management, risk management and people management. Johanna uses pragmatic techniques to help her clients apply effective practices that create successful teams and projects.

A frequent speaker and author on managing high technology product development, Johanna has written numerous articles and is now a columnist for Software Development, StickyMinds.com, and Computerworld.com. Johanna publishes Reflections, an acclaimed quarterly newsletter about managing product development. Johanna is a member of the clinical faculty of The Gordon Institute at Tufts University, a practical management degree program for engineers, and served as the Program Chair for the Software Management Conference for two years. Johanna's book, *Hiring Technical People* was published in 2003.

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

During this seminar participants will learn how to:

- Think about project requirements and how project requirements are different and similar to product requirements
- Generate project requirements using: Context free questions; Schedule, features, defects; Cost, people, work environment; Release criteria; Success criteria
- Generate top-level product requirements using use cases for the project and the product
- Verify project requirements with product requirements
- Use the requirements to generate a plan, a schedule, and a staffing plan
- Choose lifecycles that reflect the project requirements
- Choose practices that reflect the project requirements
- Create a plan from the lifecycles, practices, and people you have
- Define and choose an appropriate staffing plan
- How to manage expectations during the project and use the requirements to generate metrics
- How to complete the project successfully using release criteria and project metrics



TRAINING

