Project	Business Analysis Knowledge Appraisal Tool
Document	Requirements Work Plan
Created By	Perry McLeod
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Revision History

Date	Version	Change	Author	Requested By
October 29	Initial draft		Perry McLeod	Adrian Marchis

Distribution and Sign-off

Name	Title	Department	Project Role	CC/Sign-Off
Adrian Marchis	Publisher		Client Acceptor	

1 Purpose

The purpose of this document is to provide a requirements work plan that outlines the resources, timing, activities and process that will be done by the business analyst during the requirements phase of this project. This plan allows the business analyst to make visible the work that needs to be done, who is accountable, how that work (the requirements) will be traced, measured and specified. In addition, this document will outline the complexity of the requirements process.

2 Deliverables

Artifact	Document Name

3 Scope Clarification

The business case for this project states that the Business Analysis Appraisal Tool will generate traffic and get users to become registered members. The Business Analysis Appraisal Tool is part of ModernAnalyst.com's Community Improvement Initiative. Its intent is to provide members with an on-line assessment solution that will assess their individual knowledge level within the business and systems analysis domains. It will also act as a baseline prior to the member engaging in a self-improvement program.

3.1 In-Scope

- *HEY … IDEA ….. if this is good enough we can align to IIBA main site!!!!! Add to BC*
- Alignment with the Zachman Enterprise Architecture Framework
- Alignment with the PMI® PMBOK® - second edition
- Alignment with the IIBA® BABOK® - V1.6
- An effective schema for each knowledge area's appraisal questions
- Links to documents, essays, forms, blogs, or any other learning tool for each knowledge area
- A personal assessment of the user's strengths and weakness for each knowledge area (topic suggestions are not limited to these suggestions alone)
    - Technical Appraisal – an assessment of the user's ability to understand general IT concepts and technologies
    - Project Lifecycles – an assessment of the user's ability to understand the major different types of project lifecycles (SDLC), their strengths and weaknesses (such as but not limited to object oriented analysis, structured analysis, business process modeling notation, rational unified process, base agile process principles, diagnostic modeling and joint application development)
    - Business Analysis – an assessment of the user's ability to understand the general concepts behind the profession of business analysis. What it is and what it is not.
    - Systems Analysis – an assessment of the user's ability to understand the general concepts behind the profession of systems analysis. In particular the delineation between business and systems analysis
    - Enterprise Architecture - an assessment of the user's ability to understand the planning framework of enterprise architecture and how it reflects on the overall analysis process
    - Requirements Planning and Management – an assessment of the user's ability to understand both product and project planning, how change is managed, how

requirements are traced and tracked, how requirements are prioritized and allocated within the project lifecycle
  - Requirements Elicitation – an assessment of the user's ability to understand the process of effectively gathering stakeholder needs, approaches such as diagnostic modeling, verbal protocols, surveys, open and closed ended questioning and observation, object oriented and structured analysis approaches – then grouping those needs into regulatory, business (strategic, tactical, operational), user (functional, non-functional) and specification subject groups
  - Requirements Analysis – an assessment of the user's ability to understand the process of effectively analyzing the data gathered during elicitation, ability to define methods, tools and techniques and to structure the raw data into requirements (and gaps) that are visible, accountable, measurable and specific
  - Requirements Communication – an assessment of the user's ability to understand how to present and communicate requirements to all stakeholders and implementers of the project, to bring the group to consensus and approval, present the requirements in a format and structure that is appropriate such as a BRD or SRS
  - Requirements Assessment and Validation – an assessment of the user's ability to understand and develop alternate solutions, ensure quality, support the development and testing process, ensure buy-in and ensure traceability back to the stakeholder objectives

3.2 Not-in-Scope

- Comparative analysis between 2 appraisals from the same user taken at different times
- Any type of percentile analysis of community's performance, as a whole
- Any type of analytics of community's performance, as a whole
- Group or team appraisals
- A weighted scale between knowledge areas, as this will make any assessment calculations more difficult
- Fks;ldgk;lasdkgskl;df

4 Stakeholders

5 Roles and Responsibilities

6 Stakeholder Analysis

7 Assumptions, dependencies and constraints

7.1 Assumptions

7.2 Dependencies

7.3 Constraints

- Assessment not to exceed 100 questions (10 KA's no more than 10 per KA)

8 Risk management plan

9 Requirements quality plan

10 Requirements traceability plan

11 Work breakdown structure