

# Business System Requirements Analysis and Modeling Course

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## Overview

Business System Requirements Analysis and Modeling Course is a one-week professional course for business analysts, systems analysts, product owners, process analysts, solution designers, and requirements contributors, who leave with a Business System Requirements Package. Participants define system context, plan elicitation, analyze stakeholder needs, model processes and data, specify functional and nonfunctional requirements, develop use cases and user stories, establish traceability, prioritize, validate, and control changes. Agile Leaders Training Center provides training in business system requirements analysis and modeling.

## Who Should Attend

- Business analysis teams responsible for eliciting and documenting needs
- Systems analysis teams responsible for solution context and requirements models
- Product teams responsible for backlogs, priorities, and acceptance
- Process teams responsible for workflow analysis and improvement
- Solution teams responsible for translating requirements into design inputs

The course assumes participants contribute to business or system change and leaves out software coding, detailed technical architecture, project management certification preparation, and vendor-product administration.

## Departments and Industries

The course supports business system requirements work across digital, service, industrial, and public environments.

- Business analysis, product management, and transformation functions
- Information technology, systems, data, and solution design teams
- Operations, customer service, finance, and human resources functions
- Financial services, healthcare, manufacturing, and retail organizations
- Education, utilities, logistics, and public-service organizations

## Learning Objectives

By the end of this course, participants will be able to:

- Analyze stakeholders, system context, and business problems
- Apply elicitation plans and evidence-gathering techniques
- Build process, data, use-case, and user-story models
- Evaluate functional and nonfunctional requirements for quality
- Prioritize and trace requirements through decisions and changes
- Validate and assemble a controlled requirements specification

## Course Agenda

### Day 1: Context and Requirements Discovery

- Business Problem and Outcome Definition Canvas
- System Context and Boundary Diagram
- Stakeholder List, Map, and Persona Set
- Requirements Type Classification Matrix
- Elicitation Scope and Evidence Plan

### Day 2: Elicitation and Analysis

- Stakeholder Interview Guide and Question Funnel
- Requirements Workshop Facilitation Plan
- Observation and Document Analysis Checklist
- Business Rules Analysis Decision Table
- Elicitation Result Confirmation Log

### Day 3: Process, Data, and Interaction Modeling

- BPMN Business Process Diagram
- Data Flow and External Entity Model
- Conceptual Data Model and Data Dictionary
- Use-Case Model and Scenario Description
- User Story and Acceptance Criteria Set

### Day 4: Specification, Traceability, and Control

- Functional Requirements Specification Template
- Nonfunctional Requirements Quality Checklist
- Requirements Prioritization Decision Matrix
- Requirements Traceability Matrix
- Change Request and Impact Assessment Log

## Day 5: Requirements Analysis Practice

- Suggested Exercise: Define Context and Stakeholders
- Suggested Exercise: Conduct and Confirm Elicitation
- Suggested Exercise: Model Processes, Data, and Interactions
- Suggested Exercise: Validate, Prioritize, and Trace Requirements
- Capstone Exercise: Business System Requirements Package

## Practical Exercises

The course uses suggested activities to turn stakeholder evidence into a controlled requirements package.

- Suggested activity: define problems, outcomes, system boundaries, stakeholders, and requirement types
- Suggested activity: plan and conduct interviews, workshops, observation, and document analysis
- Suggested activity: create process, data, use-case, user-story, and acceptance models
- Suggested activity: specify, prioritize, trace, validate, and control requirement changes

## FAQs

### Who suits business system requirements analysis and modeling training?

Business system requirements training suits business and systems analysts, product owners, process analysts, solution designers, and requirements contributors. It assumes involvement in business or system change, not coding or detailed architecture.

### How does business system requirements analysis differ from general business analysis training?

Business system requirements analysis concentrates on elicitation, process and data models, functional and nonfunctional requirements, use cases, user stories, traceability, validation, and specifications. General business analysis training also covers strategy, business cases, capabilities, and solution evaluation.

### How should user requirements be elicited?

User requirements should be elicited through planned stakeholder interviews, facilitated workshops, observation, document analysis, surveys where suitable, and confirmation of results against the business problem, system boundary, decisions, and affected workflows.

### What makes a business system requirement usable?

A usable requirement is necessary, clear, feasible, testable, traceable, prioritized, consistent with related requirements, linked to a stakeholder or outcome, and expressed at the right level without embedding an unjustified design choice.

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## How should requirements changes be controlled?

Requirements changes should be recorded, traced to their source, assessed for process, data, solution, schedule, cost, risk, and stakeholder effects, prioritized, decided by assigned owners, communicated, and reflected in the specification and traceability records.

## Conclusion

Participants take back a Business System Requirements Package connecting context, stakeholders, elicitation evidence, process and data models, use cases, user stories, specifications, priorities, traceability, validation, and change records. The package makes needs and decisions visible across business and solution teams. It supports controlled handoff and review before design and delivery.

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