



Requirements Risk and Traceability Control Training Course

6 – 10 September 2027
Tokyo

Requirements Risk and Traceability Control Training Course

Ref: 1260_193092 **Date:** 6 – 10 September 2027 **Location:** Tokyo **Fees:** 10000 Euro

Overview

Requirements Risk and Traceability Control Training Course is a one-week advanced course for project managers, business analysts, requirements professionals, PMO practitioners, risk managers, sponsors, and workstream owners who need a Requirements Risk and Traceability Decision File. The course connects requirements elicitation, ambiguity risk, requirements traceability, validation, change impact analysis, controls, decisions, and assurance. Participants apply the methods to technology and infrastructure scenarios. Agile Leaders Training Center presents requirements risk through evidence, lineage, and controlled decisions.

Who Should Attend

- Teams responsible for eliciting and analyzing stakeholder needs
- Functions responsible for requirements governance, traceability, and change control
- Project teams responsible for identifying uncertainty and delivery risks
- PMO functions responsible for scope baselines and decision records
- Sponsors and workstream owners responsible for accepting requirement-related risks
- Assurance teams responsible for reviewing requirement quality and evidence

The course assumes participants already elicit, analyze, approve, trace, or change project requirements at work and leaves out certification preparation and tool-specific software administration.

Departments and Industries

The course supports departments and industries where requirement quality and change decisions affect project outcomes.

- Business analysis, project management, PMO, and transformation functions
- Risk, governance, quality, and internal assurance teams
- Technology, telecommunications, and data-services organizations
- Construction, engineering, transport, and utilities organizations
- Healthcare, financial-services, and professional-services organizations

Learning Objectives

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



- Build requirements risk governance and decision roles
- Apply elicitation methods to expose ambiguity and omissions
- Analyze requirement dependencies, assumptions, and volatility
- Use bidirectional traceability for risk and change control
- Evaluate requirement quality, validation evidence, and acceptance risk
- Build a Requirements Risk and Traceability Decision File

Course Agenda

Day 1: Requirements Risk Governance

- ISO 31000 Risk Principles and Initiative Context Map
- ISO/IEC/IEEE 29148 Requirements Engineering Practice Map
- Requirements Risk Governance and Decision-Rights Matrix
- Business, Stakeholder, Solution, and Transition Requirement Model
- Requirements Risk Taxonomy and Escalation Criteria

Day 2: Elicitation and Risk Discovery

- Stakeholder Analysis and Elicitation Planning Canvas
- Interview, Workshop, Observation, and Prototype Selection Matrix
- Ambiguity, Omission, Conflict, and Assumption Detection Checklist
- Cause-Requirement-Impact Risk Statement Method
- Requirements Risk Register and Ownership Map

Day 3: Analysis, Validation and Baselines

- Requirement Quality and Verifiability Review Checklist
- Requirements Modeling and Dependency Analysis Method
- Validation Evidence and Stakeholder Confirmation Log
- Acceptance Criteria and Testability Matrix
- Requirements Baseline and Approval Record

Day 4: Traceability and Change Decisions

- Bidirectional Requirements Traceability Matrix
- Requirement-to-Risk-and-Control Linkage Model
- Change Impact and Dependency Assessment
- Volatility Indicator and Exception Dashboard
- Requirements Change Decision and Assurance Log



Day 5: Requirements Risk Practice

- Exercise: Governance and Elicitation Risk Design
- Exercise: Ambiguity and Dependency Risk Analysis
- Exercise: Validation and Baseline Evidence Review
- Exercise: Traceability-Based Change Decision
- Capstone Exercise: Requirements Risk and Traceability Decision File

Practical Exercises

The course uses suggested activities that connect stakeholder needs to risk, traceability, and change decisions.

- Suggested activity: plan elicitation and identify ambiguity risks for a technology service.
- Suggested activity: model dependencies and validation evidence for an infrastructure requirement set.
- Suggested activity: trace healthcare requirements to risks, controls, acceptance criteria, and tests.
- Suggested activity: assess a change request and prepare a decision record with residual risks.

FAQs

Who should attend the Requirements Risk and Traceability Control Training Course?

The course suits professionals responsible for elicitation, requirements governance, project risk, scope control, sponsorship, or assurance. It assumes practical experience eliciting, analyzing, approving, tracing, or changing requirements.

How does requirements risk control differ from general project risk management?

Requirements risk control focuses on uncertainty created by ambiguous, missing, conflicting, volatile, or weakly traced requirements, while general project risk management addresses a broader range of delivery uncertainties.

What is a requirements traceability matrix used for?

A requirements traceability matrix links stakeholder needs to requirements, designs, risks, controls, acceptance criteria, tests, and changes so teams can assess coverage, lineage, and impact.

How should requirement-related change risk be assessed?

Change risk should be assessed through affected requirements, dependencies, assumptions, controls, tests, benefits, cost, schedule, ownership, and residual uncertainty before a decision is recorded.



What belongs in a Requirements Risk and Traceability Decision File?

The file includes governance roles, elicitation plans, risk and assumption registers, quality reviews, validation evidence, baselines, traceability matrices, impact assessments, change decisions, and assurance records.

Conclusion

The course integrates elicitation, requirements risk, analysis, validation, baselining, traceability, change impact, controls, and assurance. Participants take back a Requirements Risk and Traceability Decision File containing the methods and evidence used across the requirements life cycle. The file improves visibility of requirement-related uncertainty and makes change decisions easier to trace, challenge, and approve.