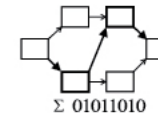


QuickGuide to Requirements Types

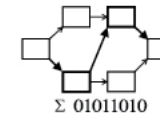


RMC Business Analysis Learning Solutions™

Requirement Type	Current State (As-Is)	Future State (To-Be)	Format / Formality
<p>▶ Business Requirements & Models</p>	<p>BAs use business models and workflow models to analyze the current business and look for improvements and solutions to problems. A current-state business model is always recommended.</p>	<p>If the core business is changing, future-state business models should be created to show the significance and ramifications of the change. Multiple To-Be models might be created to show different options and to help the business people make decisions about how to move forward.</p>	<p>Business models can be reused and are therefore worth formalizing and maintaining.</p>
<p>▶ Stakeholder Requirements & Requests</p>	<p>N/A</p> <p>(Stakeholders do not typically ask for something they already have!)</p>	<p>These are requests for new functionality or changes to existing functionality.</p> <p>Many organizations have a project initiation request form that stakeholders use to formalize their request.</p> <p>In agile approaches, they are collected in a product backlog (where each request also shows the requestor and business priority or business case).</p>	<p>In traditional, plan-driven projects the stakeholder may be asked to describe the request in detail and include a business case to show the expected value.</p> <p>For agile approaches, just enough detail for prioritization and developing solution requirements is sufficient</p>
<p>▶ Solution Requirements: Functional</p>	<p>As-Is documents describe how current systems are used and supported (Example: Existing system documentation and employee procedure manuals, vendor manuals for purchased software applications). This documentation is very useful for maintenance projects.</p>	<p>To-Be documents describe how the solution should work from a user's perspective (Example: screen layouts, report layouts, and solution behaviors). The solution requirements should be approved before they are turned over to the implementation team. The level of detail in the requirements depends on who will be building the solution (e.g., outsourced developers, vendor, or in-house team).</p>	<p>System documentation and employee procedures are useful for any system that may be changed in the future.</p>

This QuickGuide is from RMC's 3-day *Eliciting and Modeling Requirements* course. [FOLLOW THIS LINK](#) to read more or review the Course Outline.

QuickGuide to Requirements Types



Requirement Type	Current State (As-Is)	Future State (To-Be)	Format / Formality
▶ Solution Requirements: Nonfunctional	BAs use business models and workflow models to analyze the current business and look for improvements and solutions to problems. A current-state business model is always recommended.	To-Be requirements are the expectations regarding performance of a new solution. These requirements need to be as specific as possible to allow the implementation team to build the solution correctly.	Current state metrics should be captured and documented as accurately as possible to provide proof of solution success after implementation. Documentation may also include the methods used to capture the metrics.
▶ Transition Requirements	N/A	These requirements describe how best to integrate the solution into the business with the least business interruption and the most likelihood of acceptance by users. They include training plans, rollout plans, and communication plans.	Training plans and materials should be formally created to assure effective education. New employee procedures should be as formal as needed based on employee knowledge and experience. Rollout plans should be reviewed and approved by business and implementation stakeholders well before the rollout is scheduled.
▶ Technical Requirements	System documentation	As needed by implementation team.	Not owned by BA.

Requirements States

- Allocated
- Analyzed
- Approved

- Communicated
- Confirmed
- Maintained

- Modeled
- Prioritized
- Reusable

- Specified
- Stated
- Traced

- Unconfirmed
- Validated
- Verified

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