

# HP Education Services Course Description

Mastering Project Requirements (HE548S)



Stop scope creep! Analyzing and managing requirements are cornerstone activities for any successful project. Discover keys to identify, write, analyze, and manage requirements for your projects. Master proven requirements tools and techniques. Ensure that your requirements management process results in project success.

## Audience

- This course is intended for project managers interested in best practices that apply to diverse projects in multiple industries. It is especially suited for people seeking project management certification
- By successfully completing this course, the participant earns 21 educational contact hours or PDUs which may be applied to meet PMI® requirements for initial or continuing certification requirements

## Prerequisites

- Formal project management training such as that available in the Project Management Fundamentals (HC577S) course plus other core project management courses

## Course Objective

Learn how to:

- Create successful projects through effective requirements management
- Develop and use a proactive requirements definition process
- Transform stakeholder needs and expectations into requirements
- Use operational concepts to improve requirement quality
- Identify and manage interfaces between processes and stakeholders
- Prioritize, allocate, baseline, and trace requirements
- Employ validation and verification methods to ensure correctness
- Establish best practices in requirements management for your organization

## Benefits to You

- Identify and manage stakeholder expectations
- Recognize and manage interfaces
- Write “good” requirements the first time
- Avoid scope creep
- Use validation and verification methods

## Why education services from HP?

- **One-Stop Shopping**  
Project management training from industry recognized experts who bring you PMO Services, Technical IT Training and ITSM/ITIL Training. Worldwide leader in numbers of qualified PMP® certificants
- **Global Training Locations**  
State-of-the-art classroom and distance learning facilities at over 80 training locations from Seattle to Singapore that are consistent world-wide. Or setup and deliver training at your location. Localization for all major languages
- **Modular Offerings / Blended Learning**  
Need work-sensitive preparation for the PMP® exam, or just review a specific topic? End-to-end delivery choices - traditional ILT, webinars, self paced WBT, Books or a solution customized to meet specific needs – all available globally
- **Engaging, Effective Courseware**  
World-class reference materials – real case studies, example projects, individual and group exercises, fun and engaging simulations
- **Expertise**  
Highest quality, most experienced instructors who have real world hands-on project experience. Feel safe with HP’s award-winning world class service

**Course Title:** Mastering Project Requirements

**HP Product Number:** HE548S

**Category/Subcategory:** Project Management / Advanced Project Management

**Course Length:** 3 days - 21 PDU's

**Level:** Intermediate level of proficiency

**Delivery Language:** Varies by country

**To Order:** You can order this course online at <http://www.hp.com/learn>. At the site, select a country, then choose "registration" or "Book a course" and fill out the online registration form

**Next Steps:** Managing Multiple Projects (HE549S) or other advanced Project Management topics leading to recognition of your knowledge and skill by passing the Project Management certification examination appropriate to your country or region

## Detailed Course Outline

### Key Concepts

- Describe the results of poor requirements
- Explain the link between scope, requirements, and successful projects
- Define progressive elaboration

### Project Stakeholder Management

- Identify the stakeholder analysis process
- Assess stakeholder importance and influence
- Prepare a requirements documentation form

### Develop Project Requirements

- Define and use a requirements traceability matrix
- Determine techniques to prioritize requirements
- Avoid common pitfalls in writing requirements

### Analyze and Validate Requirements

- Decompose higher-level requirements
- Recognize types of derived requirements
- Prepare for a customer requirements review

### Manage Change

- Explain the purpose of rigorous change management
- Determine the effect of additions, changes, and deletions
- Determine when it is necessary to re-baseline requirements

### Acceptance and Approval

- Determine appropriate procedures for requirements management
- Overcome resistance to formal requirements management
- Ensure clarity of acceptance criteria

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