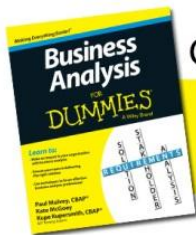


The Sign Off Blues

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Contributor

On Sale Now!

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The requirement elicitation process is complete, the document is complete, and the development team ready to start, but **everything goes into limbo for 6 – 8 weeks.**

That is how long it typically takes to get requirements documentation signed off.

A Quick Survey

- Planning?
- Stakeholder Analysis?
- Facilitated Workshops?

Insanity

Insanity: doing the same thing over and over again and expecting different results.

- *Albert Einstein*

Planning

Understanding what is needed for this project?

Not the Template Zombie Approach

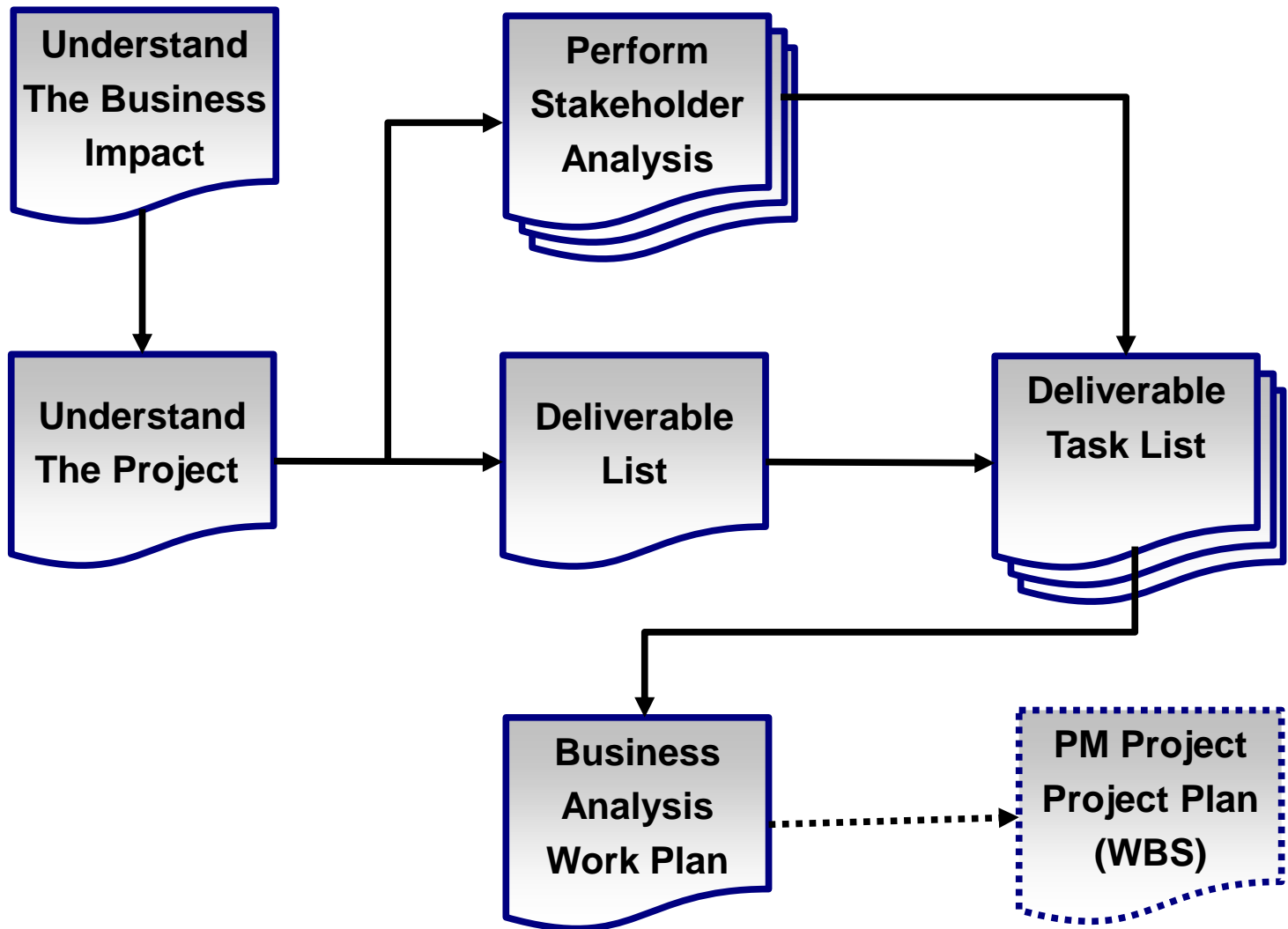
"So, how do I fill in these blanks as quickly as possible?"



The Result of Good Planning

1. **What?**
 2. **When?**
 3. **Who?**
 4. **Why?**
 5. **Where?**
-
1. **How?**

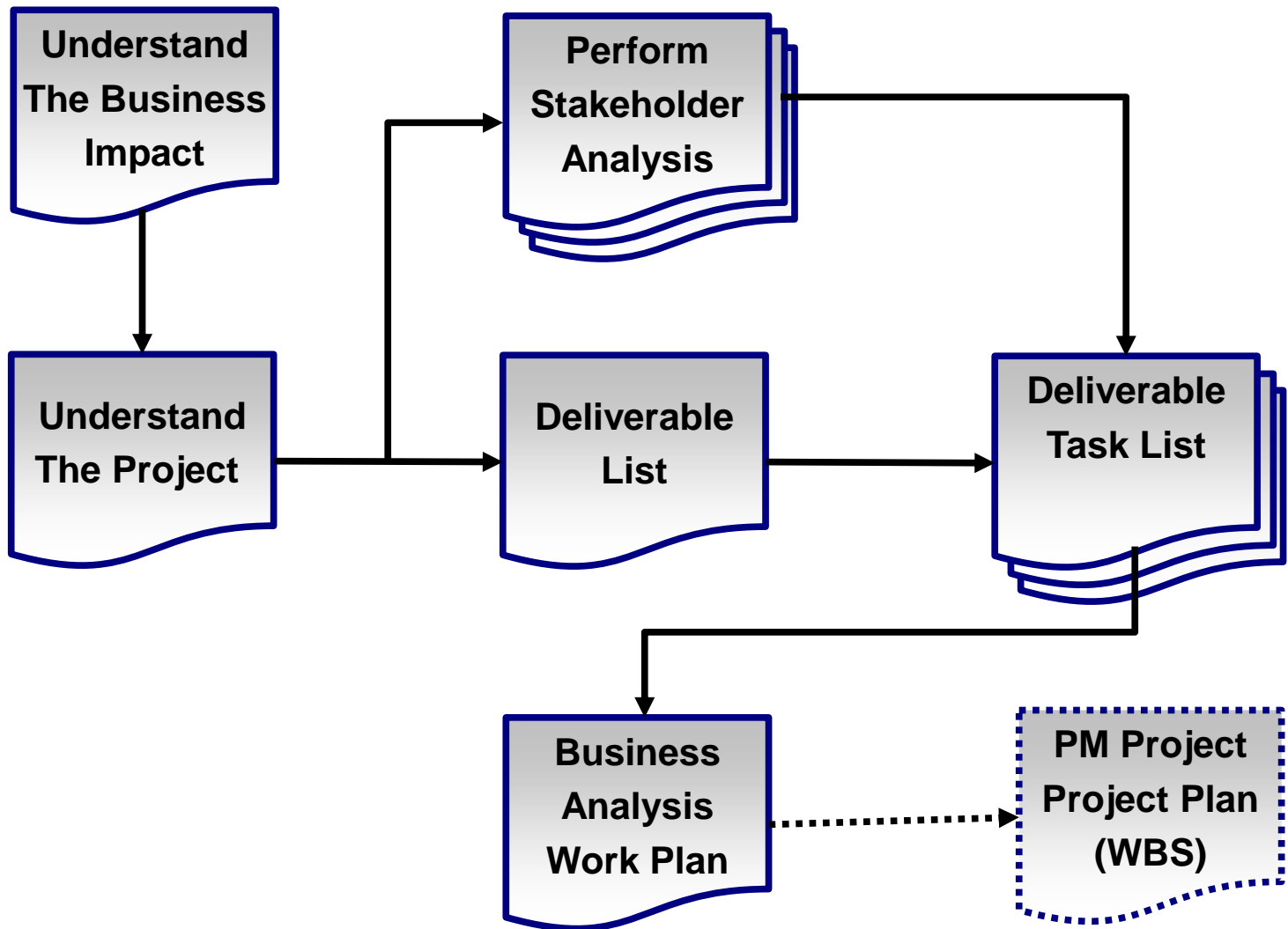
The Planning Cycle



Deliverables Required “WHAT”

		Project Name		
		Project Manager		
		Business Analyst		
		Date		
Deliverable	Need	Reuse	Comments	
Enterprise Analysis				
Business Case				
Strengths, Weaknesses, Opportunities, Threats (SWOT)				
Business Domain Model				
Feasibility Study				
Context Diagram				
Risk Assessment				
Business Architecture				
Gap Analysis				
Activity Models				
Use Case Models				
Class Models				
Business Scenarios				
Technical Architecture				
Project Charter				
Executive Summary/Overview				
Milestone Schedule				
Business Case				
Stakeholder Influences				
Project Budget				
Vision				
Introduction/Business Vision				
Positioning: Problem statement/Product Position statement				
Stakeholder Characteristics				
Product Overview (Needs/Features)				

The Planning Cycle

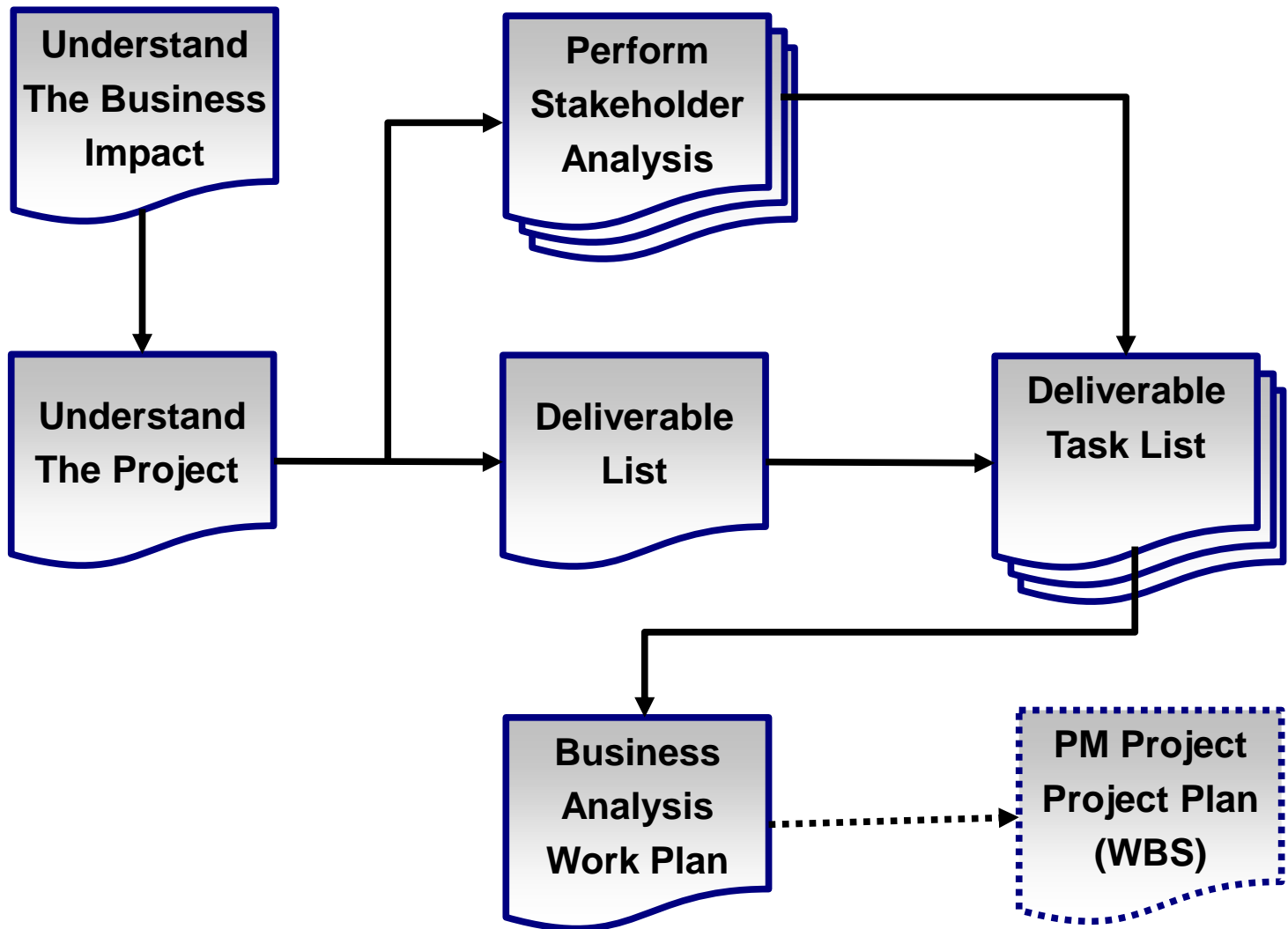


Stakeholder Analysis “WHO”

A stakeholder represents someone or something impacted on/or impacts on the project.

Ask them what they are expecting from you and how do I best work and communicate with them?

The Planning Cycle



Deliverable Task List

What

Why

How

Who

Project Name	
Project Manager	
Business Analyst	
Date	

Deliverable	
Deliverable name	AS IS or TO BE deliverable
Type (model, diagram, text)	Diagram or notation standard to be used
Description	
Tool to be used for creation (MS Visio, Excel, Word, DOORS, Requisite Pro, etc.)	Storage location
Reason for creation	
Level of formality	
Who the deliverable will be assigned to	
Maintain deliverable for future reuse (yes or no)?	

This Usually Shows
Not enough time allocated to the requirements discovery process

Elicitation Plan		
Brainstorm BA Task	Participants or Resources	Time estimate
1.		
2.		
3.		
4.		
5.		
6.		
7.		

Estimated time to complete:

Stakeholder	RACI	
	RACI	Notes

R=Responsible A=Accountable C=Consulted I=Informed

PM must signoff on all deliverables.

For Each Deliverable

Responsible You as the BA

Authority These are the Stakeholders who sign off

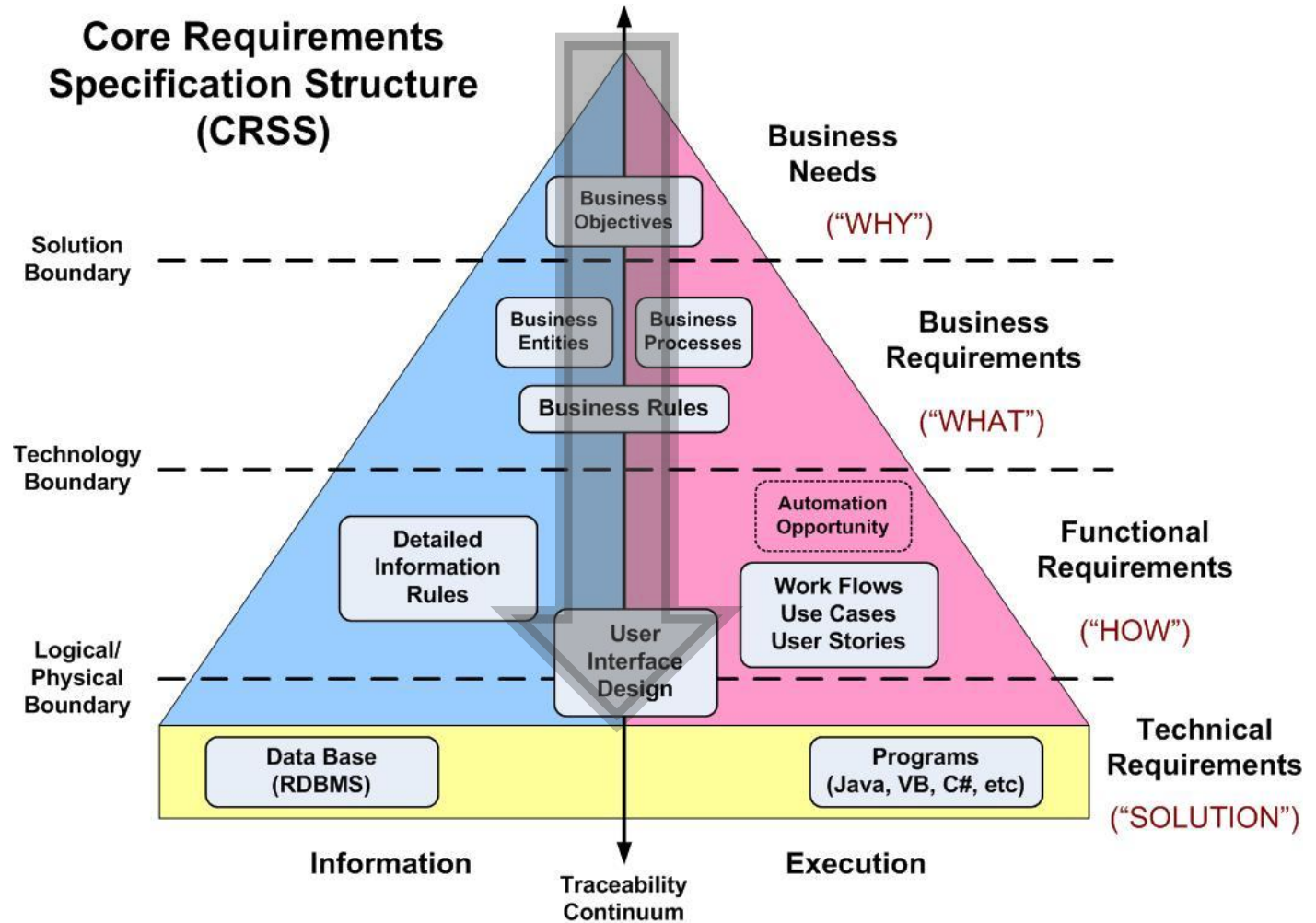
Consulted These are the Stakeholders involved in the workshops

Informed These are the Stakeholders who are kept informed

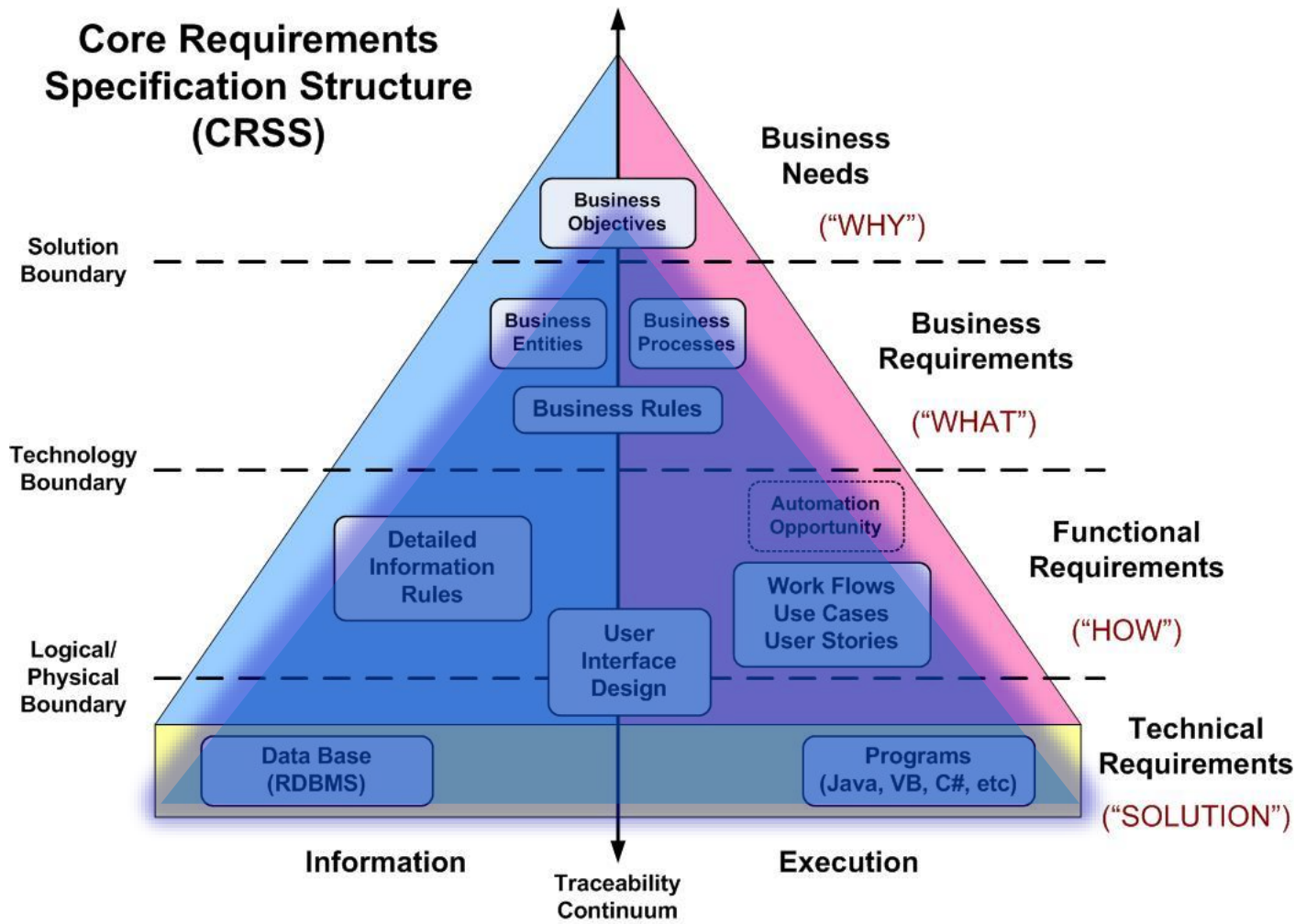
This is done in consultation and with the executive sponsor and the project manager.

Once they have agreed you are ready to start with Elicitation

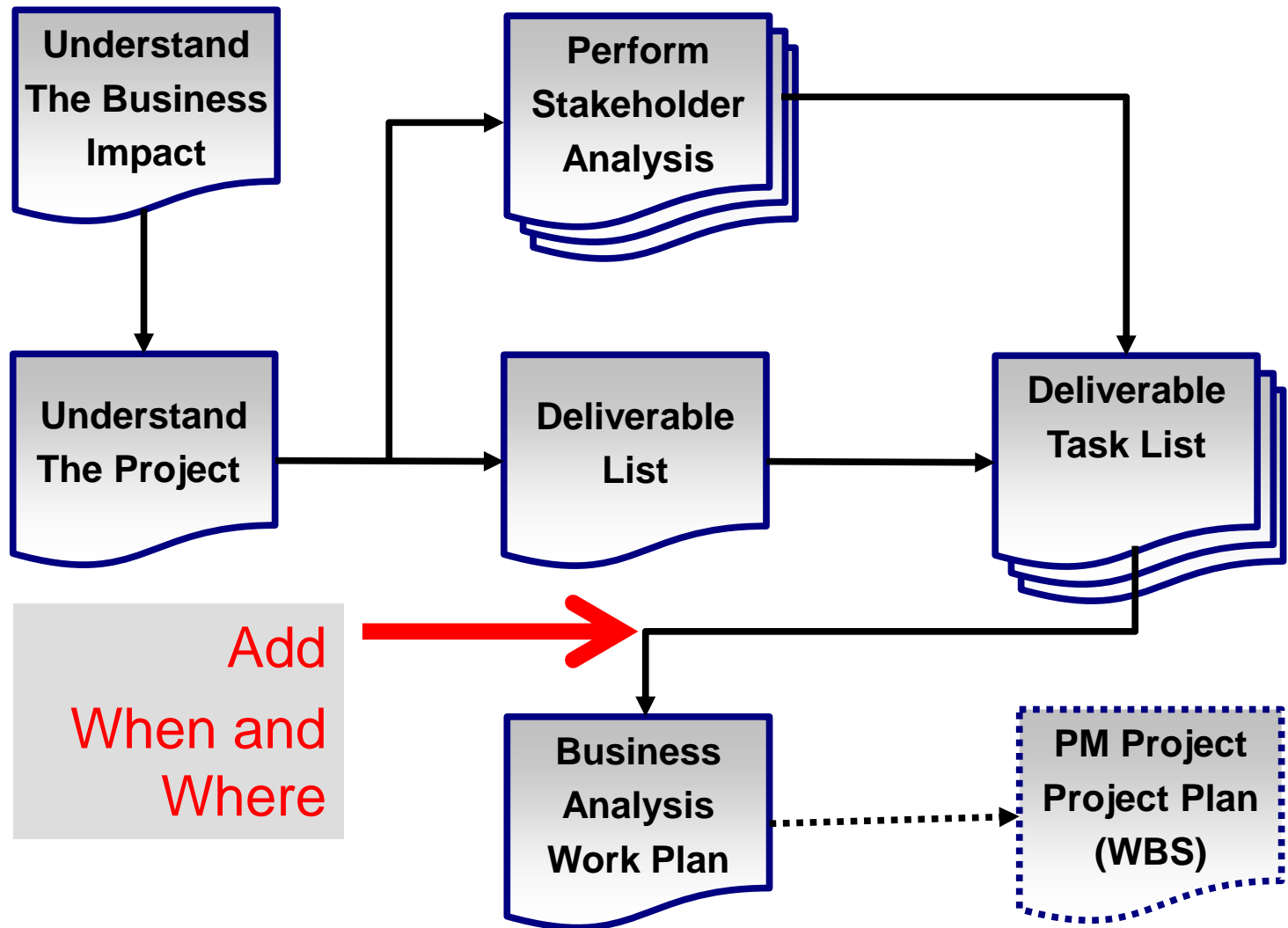
Moving Through the Levels of the Business



Increasing the Involvement of Technical Team Members



WWWWW H is Not Complete



Why Facilitated Workshops

- Only the identified Stakeholders
- Pertinent to them
- Consensus
- Different groups for each deliverable

When you e-mail out the deliverable for sign off, include the following:

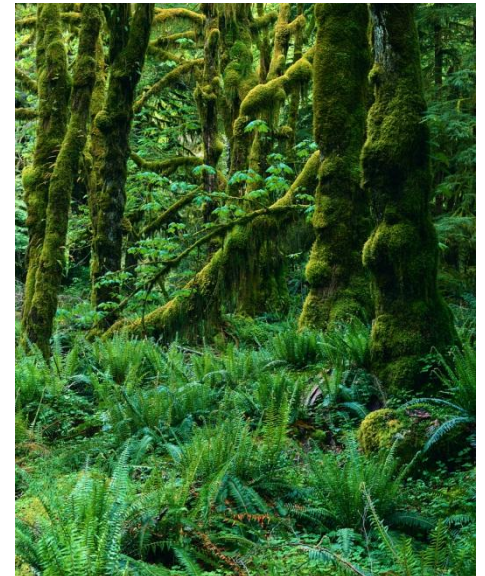
“As we agreed in the work shop”

And

“by next Friday if I have had no response I will assume you are happy with the content”

Changing the Sign Off Process

- Only pertinent stakeholders
- Sign off in chunks
- Changes easier
- Different levels different views
- Smaller chunks actually get read
- Save the trees



Questions

Don't be a time manager, be a priority manager. Cut your major goals into bite-sized pieces. Each small priority or requirement on the way to ultimate goal becomes a mini goal in itself.

Denis Waitley, is an American motivational speaker and writer, consultant and best-selling author



The IndigoCube Business Analysis Practice is committed to assisting clients to perform Business Analysis better through solutions in:

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- Methodology Provisioning
- BA Skills Development

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