



Consulting and Training | Reach New Heights

Course Name

Business Requirements Gathering

Sector Name

Management And Leadership

Document Type

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Business Requirements Gathering

Course Introduction

Clear, well-defined business requirements are the foundation of successful projects, system implementations, process improvements, and organizational change initiatives. In many organizations, project failures, cost overruns, and unmet expectations can be traced back to weak requirements gathering—where stakeholder needs are misunderstood, incomplete, or poorly documented.

To address these challenges, **BOOST** has developed the **Business Requirements Gathering** course for professionals who already have basic exposure to business analysis, project work, or operational processes and now need to strengthen their ability to elicit, analyze, and document business requirements at an intermediate level. This program focuses on moving beyond simple requirement lists to a more structured, analytical, and stakeholder-focused approach.

The course emphasizes understanding business needs in context, managing diverse stakeholder expectations, and translating those needs into clear, testable, and actionable requirements. Participants explore a range of elicitation techniques, analysis tools, and

documentation practices that support effective decision-making and successful solution delivery.

Through structured frameworks, practical examples, and applied exercises, participants enhance their ability to gather high-quality requirements that align with business objectives, reduce ambiguity, and support sustainable outcomes.

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Business Requirements Gathering

Target Audience

- ✓ Business analysts and aspiring business analysts
- ✓ Project managers and project coordinators
- ✓ Product owners and product managers
- ✓ Process improvement and operations professionals
- ✓ IT and systems professionals working with business stakeholders
- ✓ Quality assurance and testing professionals
- ✓ Professionals involved in digital transformation or system implementation

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Business Requirements Gathering

Learning Objectives

- ✓ Apply structured approaches to business requirements gathering
- ✓ Identify and engage relevant stakeholders effectively
- ✓ Use multiple elicitation techniques to uncover true business needs
- ✓ Analyze and prioritize business requirements
- ✓ Distinguish between business, functional, and non-functional requirements
- ✓ Document requirements clearly and consistently
- ✓ Validate and manage requirements throughout the lifecycle
- ✓ Reduce risks associated with unclear or incomplete requirements

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Business Requirements Gathering

Course Outline

✓ DAY 01

Foundations of Business Requirements Gathering

- ✓ Role of requirements in project and solution success
- ✓ Common causes of poor requirements
- ✓ Types of requirements and their purpose
- ✓ Relationship between business needs, objectives, and requirements
- ✓ Stakeholder identification and analysis
- ✓ Overview of the requirements lifecycle

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Course Outline

✓ Day 02

Stakeholder Engagement and Elicitation Techniques

- ✓ Understanding stakeholder perspectives and expectations
- ✓ Interviewing techniques for requirements gathering
- ✓ Workshops, focus groups, and facilitated sessions
- ✓ Observation and document analysis
- ✓ Asking the right questions to uncover real needs
- ✓ Managing conflicting stakeholder requirements

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Course Outline

✓ Day 03

Analyzing and Structuring Business Requirements

- ✓ Analyzing information gathered from stakeholders
- ✓ Identifying gaps, assumptions, and dependencies
- ✓ Prioritization techniques for requirements
- ✓ Scope definition and boundary management
- ✓ Business rules and constraints
- ✓ Ensuring alignment with business objectives

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Course Outline

✓ Day 04

Documenting and Validating Requirements

- ✓ Writing clear and unambiguous requirements
- ✓ Requirements documentation standards and formats
- ✓ Traceability and version control concepts
- ✓ Reviewing and validating requirements with stakeholders
- ✓ Managing changes to requirements
- ✓ Common documentation pitfalls and how to avoid them

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Course Outline

✓ Day 05

Requirements Management and Practical Application

- ✓ Managing requirements throughout the project lifecycle
- ✓ Supporting solution design and testing through requirements
- ✓ Communicating requirements to technical and non-technical teams
- ✓ Handling requirement changes and scope creep
- ✓ Case-based requirements gathering exercise
- ✓ Lessons learned and best practices

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Confirmed Sessions

FROM	TO	DURATION	FEES	LOCATION
May 24, 2027	May 28, 2027	5 days	4250.00 \$	UAE , Abu Dhabi
Aug. 16, 2027	Aug. 20, 2027	5 days	4250.00 \$	UAE , Abu Dhabi
Nov. 9, 2026	Nov. 13, 2026	5 days	4250.00 \$	UAE , Dubai
March 15, 2027	March 19, 2027	5 days	4950.00 \$	Spain , Barcelona

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