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This is a **FREE** first few pages of “**Requirements, Strategies and Approaches Phase**” section provide by PMadvice.

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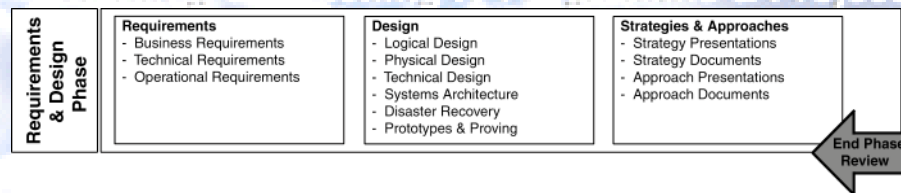
Section 5 – Requirements, Strategies and Approaches Phase

**THE MUST HAVE BOOK
for IT Programme & Project Managers**

Author: Ian Tomkins, IT Programme Manager

5. Requirements, Strategies & Approaches Phase

Figure 17 – Requirements, Design, Strategy and Approach



5.3 Introduction

This section takes you through the gathering of detailed requirements, the creation of strategies and the agreement of approaches.

The requirements phase in particular is another single key aspect to your programme or project, if the gathering and documenting of requirements is not carried out well the entire project will suffer from this point forward with inaccurate designs, unclear testing, difficulty in obtaining sign-offs and finally the delivery of a system that is not fit for purpose.

The gathering and documenting of requirements is a long process, pressure will be bought to bear to progress this work rapidly. Rapid progression is not a problem as long as the quality and detail is not impacted and/or reduced.

The same applies to the creation and documenting of strategies and approaches, the detail must be adequate to communicate the solution and achieve sign-off. All these documents will have a significant impact on the project end objectives and deliverables if not completed correctly.

This section covers the following sub-sections;

- Business Requirements
- Technical Requirements
- Operational Requirements
- Audit requirements
- Your audience
- Customer buy in
- Backwards to go forwards
- Strategies & approach
- Importance of requirements sign-off

5.4 Documenting Requirements

Why requirements, why strategies and approaches?

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Once your project scope is agreed, Terms of Reference (ToR), Project Initiation Document (PID), plan and budget signed off, you can look to progress the detailed requirements documents and any strategies that need to be defined and agreed to take the project forward.

The documentation of requirements is one of the most difficult phases to complete and one of the most important to do correctly, and to the right level of detail. You will use a lot of resources in documenting a full set of requirements documents, the full set being Business Requirements, Technical Requirements and Operational Requirements. You may also choose to document audit requirements separately, but they can also be included in the other requirements documents.

There are a number of key principles that you must apply when.....

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