Business Analysis for Practitioners
- Traceability and Monitoring
  (Domain 4)
COURSE STRUCTURE

Module 1: Introduction to Business Analysis

Module 2: Needs Assessment

Module 3: Business Analysis Planning

Module 4: Requirements Elicitation and Analysis

Module 5: Traceability and Monitoring

Module 6: Solution Evaluation
COURSE OBJECTIVE

At the end of this course, you will understand what business analysis is all about, why it is essential to the success of any project and how to perform it on your projects...
MODULE OBJECTIVE

What is Traceability?

How do we use it to monitor Requirements through their life cycle in Business Analysis?
TRACEABILITY AND MONITORING

- Traceability
- Relationships and Dependencies
- Approving Requirements
- Baselining approved Requirements
- Monitoring requirements using a traceability matrix
- The Requirements life cycle
- Managing changes to Requirements
TRACEABILITY AND MONITORING

Traceability
- What is Traceability?
- Benefits of Tracing Requirements
- The Traceability Matrix (Requirements Attributes and Traceability Matrix Hierarchy)

Relationships and Dependencies
- Subsets
- Implementation Dependency
- Benefit or Value Dependency
TRACEABILITY AND MONITORING

**Traceability** is the ability to track product requirements from their origin to the deliverables that satisfy them.

The more complex the project, the more traceability work it requires.

**Tracing requirements** helps meet customer expectations, manage scope and ensure requirements add business value.
TRACEABILITY AND MONITORING

Approving Requirements
- Work Authorization System
- Approval Levels

Baselining approved Requirements
- What is Requirements Baseline?
- Relationship of Requirements Baseline, Product Scope and Project Scope
Maintaining the Product backlog

Monitoring requirements using a traceability matrix
- Benefits of Using Traceability to Monitor Requirements
BASELINING APPROVED REQUIREMENTS

Requirements Baseline is the boundary that contains all of the approved requirements for the project, project phase, iteration or any other part of the project.

All approved work are inside the baseline; anything outside the boundary needs approval and should be routed via the change control procedures defined for the project.
Traceability matrix is a grid that allows for the linkage of product requirements from the source to the deliverables that satisfy them throughout the project life cycle.

This matrix supports dependency and impact analysis. Dependency analyses helps discover dependent relationships e.g. Subsets, Implementation Dependency and Benefits/Value dependency.
Traceability matrix with Attributes

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<th>Project Objectives</th>
<th>WBS Deliverables</th>
<th>Product Design</th>
<th>Product Development</th>
<th>Test Cases</th>
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Managing changes to Requirements

- Change Management as it Relates to Business Analysis
- Change Control Tools and Techniques (Configuration Management System - CMS and Version Control System – VCS)
- Controlling Changes Related to Defects
TRACEABILITY AND MONITORING

The requirements life cycle represents the various phases that a requirement moves through as it is maintained/monitored across the project.
Requirements Life Cycle

**Example of a Requirements Life Cycle**

- **Open**
  - Proposed
  - Approved
  - In Progress
  - Completed

- **Closed**
  - Rejected
  - Canceled
  - Deferred
  - Implemented
TRACEABILITY AND MONITORING

Managing changes to Requirements

Configuration Management System (CMS)

CMS provides a process to verify requirements conformance, document changes and report status of each change throughout the project life cycle

Version Control System (VCS)

VCS tracks the history of revisions
TRACEABILITY AND MONITORING

1. As Management Requested It
2. As Specified in the Project Request
3. As Designed By The Senior Analyst
4. As Produced By The Programmers
5. As Installed
6. What The User Wanted
Exercise

Still on the image in the previous slide, if the traceability matrix approach had been adopted, the discrepancy would have been identified long before we got to the end of the project, right?
THE END