

# Facilitating JAD Requirements Gathering Sessions

**Duration: 3 days**

## Overview

Modern system development methodologies often take too much time and promise a quality that many firms can not afford. Organizations sacrifice quality to meet a deadline — and another maintenance nightmare is born.

This seminar addresses tools and techniques for conducting accelerated sessions based on ideas from JAD (Joint Application Development from the IBM world), RAD (Rapid Application Development as defined by James Martin), or ASAP™ (Accelerated Systems Analysis Process from Dan Myers). These approaches drastically shorten the time to complete the crucial early project phases while actually increasing the quality of the deliverables.

## Approach

The set of techniques will help you plan, initiate, execute and follow-up a JAD requirements gathering session. Practical exercises follow non-technical presentations and clear demonstrations. Working with others, you will try each technique out on a pre-defined case study. The presenter and the group then evaluate, discuss and compare your result to the sample.

These tools and techniques can be successfully used with or independent of implementing a full-blown accelerated program.

## Audience

The target audience is systems analysts, business analysts, systems designers, systems and client managers and end users who are interested in expediting the process of defining, developing and delivering high-quality information systems.

## Customization

The modular structure of this class allows you to mix and match the subjects that matter most to your organization. We can present the selected modules as a conventional seminar to a single group or to a different mix of participants for each module. This approach lets participants optimize their time investment by targeting specific techniques and maximizes the company's return on its training dollars.

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## Outline

### **GI      General Introduction and Expectations**

*Duration: .5 - 1 hour*

1. Why do traditional projects take so long?
2. The power of modern systems development approaches
3. The promises of accelerated techniques
4. What these techniques do not do!
5. Other names: JAD's, RAD's and ASAP's
6. How can a project be accelerated?
7. What are the risks of acceleration?

### **MP      Methodologies and Project Selection**

*Duration: 1 - 3 hours*

1. THE Guide
2. Using a Methodology to Support Acceleration
3. Mini-JAD's
4. Selecting the Appropriate Approach
5. Critical Success Factors

### **JP      JAD Session Preparation**

*Duration: 2 - 4 hours*

1. The kickoff meeting
2. Actual session pre-assignments
3. Actual session pre-education (training)
4. JAD session participant selection
5. Scheduling Techniques
6. Open Issues and Question Lists

### **PM      Modeling Processes and Events**

*Duration: 2 - 5 hours*

1. Context level diagrams
2. Rigorous physical process model
3. Process Specifications
4. Process model analysis techniques
5. Business event modeling

## Outline *(continued)*

### **RD Defining Business Requirements**

*Duration: 2 - 5 hours*

1. Achieving clear, unambiguous requirement statements
2. 5 types of business requirements
3. Requirement analysis techniques
4. Prioritization methods

### **JT The JAD Facilitation Team**

*Duration: 2 - 3 hours*

1. “Ideal” facilitator profile
2. “Ideal” session analyst profile
3. Subject matter knowledge requirements
4. Managing the facilitator
5. Facilitator/support interaction
6. The combined facilitator and session analyst profile
7. Identifying your strengths and weaknesses

### **JS Session Site, Equipment Considerations and Deliverables**

*Duration: 2 - 3 hours*

1. Ideal site requirements
2. General Equipment
3. Essential Hardware & Software
4. Expected Deliverables
5. Creating Work Documents

### **JC Closing the Accelerated Session**

*Duration: .5 - 1 hour*

1. Clarifying and assigning open issues
2. The post-session task list
3. Evaluating the session
4. Document distribution
5. Possible post-session reactions
6. Maintaining project momentum
7. The risks revisited: eliminate or mitigate?
8. Discussion and wrap-up

## Objectives

*After this section, participants will be able to to:*

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|---|--|
| <b>GI General Introduction and Expectations</b>                   | <ul style="list-style-type: none"><li>➤ Explain the major differences between accelerated methods and the traditional approach</li><li>➤ Discuss the need for and advantages of accelerating early project phases</li><li>➤ Recognize the major risks of accelerating the system development process</li></ul> |
| <b>MP Methodologies and Project Selection</b>                     | <ul style="list-style-type: none"><li>➤ Understand the role that methodologies play in the system development process</li><li>➤ Use a methodology in preparing accelerated sessions</li><li>➤ Identify project types that are suitable JAD candidates</li></ul>  |
| <b>JP JAD Session Preparation</b>                                 | <ul style="list-style-type: none"><li>➤ Discuss the importance and critical success nature of pre-sessions.</li><li>➤ Be able to organize and schedule an accelerated session</li><li>➤ Adapt a check-list of pre-session activities</li></ul>   |
| <b>PM Modeling Processes and Events</b>                           | <ul style="list-style-type: none"><li>➤ Create context-level process models</li><li>➤ Construct data flow diagrams of a business process</li><li>➤ Determine when event/response diagramming is appropriate</li></ul>  |
| <b>RD Defining Business Requirements</b>                          | <ul style="list-style-type: none"><li>➤ Write clear, unambiguous requirement statements</li><li>➤ Decompose requirements sentences into 5 types of requirements</li><li>➤ Identify and clarify critical requirement statements</li></ul>   |
| <b>JT The JAD Facilitation Team</b>                               | <ul style="list-style-type: none"><li>➤ Evaluate a proposed accelerated session team for effectiveness and potential problems</li><li>➤ Work with profiling tools to identify team strengths and weaknesses</li><li>➤ Define the roles of the facilitator and session analyst during a JAD</li></ul>           |
| <b>JS Session Site, Equipment Considerations and Deliverables</b> | <ul style="list-style-type: none"><li>➤ Describe and defend the optimum facility for conducting accelerated sessions</li><li>➤ Organize the support equipment needed for an accelerated session</li><li>➤ Develop effective work documents to support the session participants</li></ul>                       |
| <b>JC Closing the Accelerated Session</b>                         | <ul style="list-style-type: none"><li>➤ Use open issue, questions, and post-session task lists</li><li>➤ Evaluate a session to improve the process</li><li>➤ Maintain the project momentum after the session</li></ul>   |