

# Designing and Writing Specifications: Best Practices

## Expressing needs, functions, and requirements

Hands-on course of 2 days - 14h

Ref.: CTF - Price 2024: CHF1 550 (excl. taxes)

### EDUCATIONAL OBJECTIVES

At the end of the training, the trainee will be able to:

- Identify and work with your stakeholders
- Frame the expression of need
- Analyze functional and technical needs
- Structure the different parts of the specifications

### TEACHING METHODS

Active and participatory instructional methods. Alternating theory and practice, and how it applies to the participants' context and experience

### HANDS-ON WORK

"Common thread" case study.  
Feedback. Standard deliverable plans and corresponding examples.  
Multiple-choice quiz.

## THE PROGRAMME

last updated: 06/2022

### 1) Setting the general framework

- Learning concepts and definitions.
- Knowing different types of specifications.

*Storyboarding workshops*. : Overview of the common-thread case and additional cases. The participants identify cases familiar to themselves.

### 2) Detecting challenges and stakeholders

- Understanding the demand, objectives, and challenges
- Detecting technical, financial, and time constraints.
- Identifying stakeholders and interactors.

*Hands-on work* : Creating a demand summary memo for the common-thread case.

### 3) Implement an effective methodology

- Discerning and eliciting the actual needs.
- Performing a functional analysis of the needs: Use functions and corresponding requirements.
- Identifying, formalizing, and ranking the functions and technical requirements needed.

*Hands-on work* : Clarifying, analyzing, and rephrasing expressed or implicit needs. Identifying functions and requirements in the context of the common-thread case and ranking them.

### 4) Writing the functional specifications

- Assembling the various components to create a set of functional specifications.
- Examining and comparing different specifications to learn their common practices.

*Hands-on work* : Applying notions and practices learned to the participants' own settings.

### 5) Drafting the specifications for overseeing the execution

- Identifying and formalizing the requirements to be met for executing the project.
- Ensuring delivery in accordance with the functional specifications.

### TRAINER QUALIFICATIONS

The experts leading the training are specialists in the covered subjects. They have been approved by our instructional teams for both their professional knowledge and their teaching ability, for each course they teach. They have at least five to ten years of experience in their field and hold (or have held) decision-making positions in companies.

### ASSESSMENT TERMS

The trainer evaluates each participant's academic progress throughout the training using multiple choice, scenarios, hands-on work and more. Participants also complete a placement test before and after the course to measure the skills they've developed.

### TEACHING AIDS AND TECHNICAL RESOURCES

- The main teaching aids and instructional methods used in the training are audiovisual aids, documentation and course material, hands-on application exercises and corrected exercises for practical training courses, case studies and coverage of real cases for training seminars.
- At the end of each course or seminar, ORSYS provides participants with a course evaluation questionnaire that is analysed by our instructional teams.
- A check-in sheet for each half-day of attendance is provided at the end of the training, along with a course completion certificate if the trainee attended the entire session.

### TERMS AND DEADLINES

Registration must be completed 24 hours before the start of the training.

### ACCESSIBILITY FOR PEOPLE WITH DISABILITIES

Do you need special accessibility accommodations? Contact Mrs. Fosse, Disability Manager, at psh-accueil@ORSYS.fr to review your request and its feasibility.

- Finding the right level to maintain control over execution.
  - Being careful not to encroach on the role of the executors/project managers.
- Hands-on work* : Expressing certain requirements specific to overseeing execution in the context of the common-thread case.

#### 6) Mastering the use of specifications

- Centering your RFPs on the specifications.
- Supporting changes in the specification's lifecycle.

*Hands-on work* : Eliciting strengths and things to watch for when implementing the methods presented.

Multiple-choice quiz on what was learned.

## DATES

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REMOTE CLASS

2024 : 23 Sep, 05 Dec