## Choosing the Right Technique

# Checklists

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There are many options for eliciting requirements from stakeholders. Choosing the right technique can make the difference between building a sustainable solution or building a solution that is a just a quick fix.

Consider your stakeholders’ needs, the analysis and your own capabilities prior to preparing for the elicitation session. When you’ve determined the set of techniques that best fit your needs, confirm that you can complete the arrangements.

To use the checklist:

* Check it if you have completed that action.
* Make notes to capture any questions or comments you have about work to be completed.

**Checklists:**

* [Understand the Scope](#_Understand_the_Scope)
* [Understand the Stakeholders](#_Understand_the_Stakeholders)
* [Self Assessment -Assess Your Capabilities](#_Self_Assessment_-Assess)
* [Get Ready for the Elicitation Session](#_Get_Ready_for)

## Understand the Scope

|  |  |  |
| --- | --- | --- |
| Criteria & Requirements |  | Notes |
| The stage of this initiative   * Strategy * Initiative * Solution |  |  |
| The level of detail you will collect |  |  |
| Confirm the project approach   * Agile * Predictive * Hybrid |  |  |
| Confirm expectations for the session with the sponsor |  |  |
| Confirm the method for documenting the information collected |  |  |
| Confirm the objectives for the session |  |  |
| Confirm the decision-making process for the session |  |  |

## Understand the Stakeholders

|  |  |  |
| --- | --- | --- |
| Criteria & Requirements |  | Notes |
| Review a stakeholder analysis for  this initiative |  |  |
| Confirm who will be attending  the session |  |  |
| Confirm the stakeholders attending have the appropriate authority and knowledge for the session |  |  |
| Confirm where the stakeholders  are located |  |  |
| Confirm how many stakeholders will be attending |  |  |
| Confirm the type of stakeholders attending (e.g., homogeneous, or diverse) |  |  |
| Identify any conflicts between stakeholders or stakeholder groups |  |  |
| Identify any openly  hostile stakeholders |  |  |
| Brainstorm possible stakeholder reactions during the session (best case, worst case) |  |  |

## Self-Assessment

### Assess Your Capabilities

|  |  |  |
| --- | --- | --- |
| Criteria & Requirements |  | Notes |
| Have you previously used  this technique? |  |  |
| Have you previously used this technique in a similar setting? |  |  |
| Have the stakeholders previously used a similar technique? |  |  |
| Can you complete the technique within the timeframe allocated? |  |  |
| Is the technique suitable for  your stakeholders? |  |  |
| Are there organizational standards/templates for  this technique? |  |  |
| Have you confirmed the type of technology required? |  |  |
| Have you identified additional  support required to make the technique feasible? |  |  |
| Have you identified alternative techniques (plan b, c, d)? |  |  |

## Get Ready for the Elicitation Session

|  |  |  |
| --- | --- | --- |
| Criteria & Requirements |  | Notes |
| Obtain necessary approvals for  the technique |  |  |
| Arrange the necessary tools/templates/materials for  the session |  |  |
| Book the required facilities for  the session |  |  |
| Check that the required technology is available for the session |  |  |
| Prepare necessary training  materials about the technique for  the participants |  |  |
| Confirm how you will document the session, (e.g., recording, scribe) |  |  |