

## REQUIREMENT GATHERING

Q. What do you mean about requirement Gathering? Define Different technique of gathering information about proposed project .

Ans : Requirement gathering is the second phase of SDLC. Analysis shows that success rate of project is only 34 % and rest is challenged of failed. It is the process of collecting all information about the Proposed system form organization . It is most important to provide assurance of success of system development. But poor requirements are common in project failure. Because , the stakeholders are not involved and supports to analyst in collecting required information which have significant role in failure of the system development.

We follow different principle and technique in requirement gathering to increase success rate of project development.

Requirements are divided as : Functional requirements i.e. Process , information and interaction. 2<sup>nd</sup> is non functional requirements i.e Encryption, security, hosting, environments and recovery, business continuity etc.

? – How to convert Poor requirement gathering in to Strong Requirement gathering .

We adopt, Methods and techniques of Requirement gathering –

### 1. **One to one Interview :-**

Analyst plan for personal interview with all the stakeholders, Project financers or anyone who involved in the system to identify Problem in

the existing system, working environment and expectation from the newsystem.

Here, generally two type of questions are asked: Closed Ended – i.e. questions with limited possibility to answer. mainly purposeful questions.

Open ended Questions i.e interviewee has reliability to tell more about the problem.

It may be performed by moving to the proposed system site and meet each individuals personally or through technological tools like telephonic call.

At the end of session, notes, responses of interviewees are recorded on paper or on instruments both and submitted for analysis.

## **2. Group interviews :**

It is similar to the one to one interview except that multiple participants are involved during the interview process so that some important requirements can be gathered by sharing of ideas. Other purpose is time constraints.

The main disadvantage is that scheduling the interview.

Result is also the recorded response on paper or on digital recorder . finally submitted to Analysis.

## **3. Questionnaire or surveys technique:**

It is the technique to collect information from large number of respondents at small time periods or stakeholders are located at geographical locations.

Questions should be focused and organized on the features and objectives of the system project which may be multiple choice, short answer type but not too long type.

General guideline in questionnaire design we follow the principles to ask – how,where,who, what, and why.

Ex. How will you use these feature?

How might we meet this business need ?

How will we know this is complete?

Where does the process start?

Where would the user access this feature?

When will this feature be used ?

When will be feature fail?

Disadvantage is that we need to expend money and effort.

Result Survey data sheet which is submitted to analysis

#### 4. **User Observations :**

This is a method of gathering information by noticing and observing the people, events, and objects. The analyst visits the organization to observe the working of current system and understands the requirements of the system.

##### **Advantages**

- It is a direct method for gleaning information.
- It is useful in situation where authenticity of data collected is in question or when complexity of certain aspects of system prevents clear explanation by end-users.
- It produces more accurate and reliable data.
- It produces all the aspect of documentation that are incomplete and outdated

#### 5. **Review of Records, Procedures, and Forms**

Review of existing records, procedures, and forms helps to seek insight into a system which describes the current system capabilities, its operations, or activities.

##### **Advantages**

- It helps user to gain some knowledge about the organization or operations by themselves before they impose upon others.

- It helps in documenting current operations within short span of time as the procedure manuals and forms describe the format and functions of present system.
- It can provide a clear understanding about the transactions that are handled in the organization, identifying input for processing, and evaluating performance.
- It can help an analyst to understand the system in terms of the operations that must be supported.
- It describes the problem, its affected parts, and the proposed solution.

## **6. Joint Application Design/JAD:**

The goal is to get the design right the first time, thereby reducing different iterations. JAD is usually conducted in at a location other than the place where the people involved work. This helps to reduce distractions. The participants of a JAD include: JAD session leader (also known as the facilitator), users, managers, sponsors, systems analysts, scribe, and other IS staff members. The facilitator, whom is usually trained in project management as well as system s analysis, manages the entire process.

### Advantages of JAD

1. It saves time and cost by replacing months of traditional interviews and follow-up meetings.
2. It is useful in organizational culture which supports joint problem solving.
3. Fosters formal relationships among multiple levels of employees.
4. It can lead to development of design creatively.
5. It Allows rapid development and improves ownership of information system.

## 7 Secondary Research or Background Reading

This method is widely used for information gathering by accessing the gleaned information. It includes any previously gathered information used by the marketer from any internal or external source.

### **Advantages**

1. It is more openly accessed with the availability of internet.
2. It provides valuable information with low cost and time.
3. It act as forerunner to primary research and aligns the focus of primary research.
4. It is used by the researcher to conclude if the research is worth it as it is available with procedures used and issues in collecting them

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