

User Requirement Workbook

Documenting Analysis Process in User Requirements

Executive Summary

This workbook will aid you to compose user requirements. There are two paths to use this workbook. The first path is using the formal process. The second path is using the Agile process. Before using this workbook, the group should choose the software development path either formal or Agile. The team should already create the software development plan and capture the business requirement. This workbook assumed the business process is captured through business process modelling, business model canvas, and any other models.

Working Process

Formal Process

1. Please choose your CASE tools. For example, Enterprise Architect, Microsoft Visio, Visual Paradigm, and many more. Please make sure the case tool supports this following diagram:
 - a. Use Case Diagram
 - b. Activity Diagram
2. Create the use case diagram. Please refer this checklist. You can see the full guidelines here <https://docs.microsoft.com/id-id/visualstudio/modeling/uml-use-case-diagrams-guidelines?view=vs-2015>
 - a. Defining the actor and its relation
 - b. Defining the action for each actor
 - c. Following active sentences model (simple present tenses)
3. Please avoid
 - a. Use case complexity (avoid stereotype model for business use case)
 - b. Huge diagram (avoid many actor on a single diagram)
4. Create activity diagram for each use case. Please refer to this guidelines <https://docs.microsoft.com/id-id/visualstudio/modeling/uml-activity-diagrams-reference?view=vs-2015>
5. Recommended checklist
 - a. One use case – One Activity Diagram
 - b. Activity diagram can be replaced with usage scenario.

Agile Process

1. Please choose your DevOps tool. For example, JIRA Agile, Azure DevOps, Version One, Cardboard, etc.
2. Create the user story. please follow
 - a. Scrum. https://www.tutorialspoint.com/scrum/scrum_user_stories.htm
 - b. eXtreme Programming. <http://wiki.c2.com/?UserStory>
 - c. Other agile method. <http://ridilabs.net/post/2014/01/26/ALM-Minimalist-Understanding-Features-Stories-and-Tasks.aspx>
3. Each user story will have user tasks or acceptance criteria
 - a. User tasks are different with tasks on Jira or Azure DevOps.

- i. User tasks discusses the acceptance criteria on user stories
 - ii. Tasks discusses the development tasks on a team
- b. Acceptance criteria can be used as a test scenario