



How Can You Improve Your Requirements Gathering Techniques?

- 1 Know what you're eliciting; initial information gathering may be needed prior to planning
- 2 Know why you're eliciting and the intended use of the results
- 3 Learn when to use each available elicitation technique
- 4 Develop strong active listening skills
- 5 Request clarifying examples from SMEs and incorporate them into your requirements
- 6 Ensure that your SMEs know the purpose of your elicitation session
- 7 Use divergent and convergent thinking techniques to generate options, then evaluate, group, and select which option you will start with
- 8 End elicitation when you have gathered enough information on which to base an informed decision
- 9 Provide project context to your audience before beginning elicitation
- 10 Plan to validate requirements frequently
- 11 Include open-ended questions in your sessions
- 12 Hold the session only when you have all the right people gathered
- 13 Identify the relevant stakeholders involved and make sure you have insights from the different perspectives those stakeholders represent
- 14 Don't try to learn too much in one session – you will get overwhelmed!
- 15 Be aware of cognitive biases that might influence stakeholders or even yourself