

How to Prepare and Facilitate Productive JAD-r Sessions

Instructor-Led, On-Site Duration 3 days

Overview

JAD (Joint Application Development or Design) is not a new concept. It is, however, still one of the best alternatives to technology dictating what the business community needs and wants. Like any other approach offering significant advantages, there is an associated price. Delivering productive JAD sessions and valuable results is critically dependent on the Facilitation Team.

This scenario-based seminar presents tools, techniques and insights that are based on the collective experiences of many successful JAD facilitation teams. These concepts can serve as a basis for your on-going efforts to improve a process in dire need of improvement. They can drastically shorten the time to complete the crucial early project phases while dramatically increasing the quality of the resulting deliverables.

Target Audience

Business Analysts
Business Managers
Project Managers
Requirements Engineers

Systems Analysts
Systems Designers
End Users who are interested in expediting the process of defining, developing and delivering high-quality information technology solutions

Prerequisites

To enjoy the benefits of this workshop, you need to have attended:

[How to Define and Document Use Cases](#)

[How to Model, Analyze, and Improve Business Processes](#)

[How to Elicit \(Gather\), Write, and Analyze Business Requirements](#)

Or have relevant experience.

Expansions

To meet specific training needs, this class can be combined with the following offers:

[How to Define and Document Use Cases](#)

[How to Elicit \(Gather\), Write, and Analyze Business Requirements](#)

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Learning Objectives

Upon completion of this seminar, successful participants will . . .

- Select from six types of requirements gathering workshop sessions
- Use a methodology to prepare an requirements gathering workshop
- Use a methodology to prepare an accelerated session
- Identify project types that are suitable JAR and JAD candidates
- Organize and schedule a business requirements gathering workshop
- Adapt a check-list of pre-meeting activities
- Use standard requirements gathering questionnaires to structure the meeting
- Prepare the participants for the workshop using effective email communication methods
- Organize and analyze the visible results of the workshop
- Use open issue, question, and post-session task lists to maintain momentum in the meeting
- Determine the usability of profiling tools for enhancing communication
- Assess their own strengths and challenges as facilitators and session analysts
- Recognize other people's preferred mode of communication
- Develop contingency plans for dealing with unpleasant situations
- Evaluate a workshop to improve the process
- Evaluate a session to improve the process
- Apply 5 methods for maintaining the project momentum after the JAR/JAD
- Use open issue, question, and post-session task lists

1 Introduction to JAD-r Facilitation**The Challenge of Requirements Meetings**

Dealing with Reality
 Why Do Projects Take So Long?
 Common System Development Approaches
 What is a JAD-r?
 Phases of a JAR/JAD
 Mini-JAD
 Roles in JAR/JAD
 The Pros of JAD
 The Flip Side of JAD
 Before the JAD
 After the JAD
 Risks of Acceleration

2 Methodologies and Acceleration**Methodologies and JAR/JAD**

Of Parallel Universes
 Chaotic Analysis
 Structured Analysis
 Object-Oriented Development
 Agile Development
 Exercise: Roadmap to Success
 Activity Scheduling Form
 A Minimal Methodology
 Project Activities
 Define Business Need
 Exercise: Structure Applied
 JAR/JAD Scheduling Form
 JAD Applications and Focus

3 Preparing for a JAD Session**Documents of Meeting Preparation**

Evolution of an Effective Meeting
 Documents of Meeting Preparation
 Exercise: Participant Selection
 Meeting Invitation Contents
 Exercise: Creating Effective Invitations
 Sample Invitation Contents
 Time Versus Depth

Preparing an Effective Agenda

Preparing an Effective Agenda
 Activity Dependencies
 Activity Dependencies
 Setting and Managing Expectations
 Sample Agenda Format
 Exercise: Sequencing Meeting Activities

4 Managing the Working Session**Identifying Icebreakers**

Your Assignment, Mr. Phelps
 Breaking the Ice
 Sample Icebreakers
 Exercise: Identifying Icebreakers

Assigning Group Work

The Momentum Challenge

Exercise: Maintaining Momentum
 Assigning Group Work
 Debriefing Group Assignments
 Analysis Techniques

5 Managing the Deliverables**Managing the JAR/JAD Session Deliverables**

Preparing Meeting Documentation
 Exercise: Leveraging the Documentation Advantage
 Restructuring Deliverables to Increase Productivity
 Example of Activity-Based Formatting
 Maintaining Group Memory

Increasing Participant Productivity

Increasing Participant Productivity
 Exercise: Managing the Facilities
 Meeting Equipment
 The Last Commandment

6 Developing the Facilitation Team**Profile of a JAR/JAD Facilitation Team**

Exercise: Skills Comparison
 Basic Behavioral Concepts
 Motivational Needs
 Motivations Classified
 Motivated to Lead?
 Motivated to Analyze?
 Thinking Styles
 Thinking Styles Exposed
 Thinking on Your Feet?
 Thinking Under Pressure?
 Behavioral Styles
 Behavioral Styles Revealed
 Leadership Behavior?
 Well Behaved Analyst?
 Balancing Behavioral Styles
 Leadership Styles
 Leadership Styles Defined
 Facilitator Style?
 Analyst Style?
 Exercise: Identifying Strengths and Challenges

7 Dealing with Difficulty**Meeting Murphy and Fighting Back**

Dealing with Murphy
 What's Wrong with This Picture?
 Everything Takes Longer Than You Think
 Everything Takes Longer Than You Think
 Problem People or People Problems
 Exercise: Dealing with People Issues
 Creepy Scope
 Equipment Dependencies
 Facilities Problems
 Exercise: Back to Square One

8 Closing the Working Session**Wrapping Up the Workshop**

Critical Success Factors

Assigning Open Issues
Post-Meeting Task List
Staying In Touch
Exercise: 3-Minute Meeting Evaluation