

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](#)

Developed and presented by:



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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