Designing and Writing Specifications: Best Practices
Expressing needs, functions, and requirements

Hands-on course of 2 days - 14h
Ref.: CTF - Price 2025: 1 590 (excl. taxes)
The price for the 2026 session dates may be revised

EDUCATIONAL OBJECTIVES
At the end of the training, the trainee will be able to:

Identify and work with your stakeholders

Frame the expression of need

Analyze functional and technical needs

Structure the different parts of the specifications

TEACHING METHODS

Active and participatory instructional methods. Alternating theory and practice, and how it applies to the participants' context and experience

HANDS-ON WORK
"Common thread" case study. Feedback. Standard deliverable plans and corresponding examples. Multiple-choice quiz.

THE PROGRAMME

last updated: 08/2024

1) Setting the general framework
- Learning concepts and definitions.
- Knowing different types of specifications.
Storyboarding workshops. : Overview of the common-thread case and additional cases. The participants identify cases familiar to themselves.

2) Detecting challenges and stakeholders
- Understanding the demand, objectives, and challenges
- Detecting technical, financial, and time constraints.
- Identifying stakeholders and interactors.
Hands-on work : Creating a demand summary memo for the common-thread case.

3) Implement an effective methodology
- Discerning and eliciting the actual needs.
- Performing a functional analysis of the needs: Use functions and corresponding requirements.
- Identifying, formalizing, and ranking the functions and technical requirements needed.
Hands-on work : Clarifying, analyzing, and rephrasing expressed or implicit needs. Identifying functions and requirements in the context of the common-thread case and ranking them.

4) Writing the functional specifications
- Assembling the various components to create a set of functional specifications.
- Examining and comparing different specifications to learn their common practices.
Hands-on work : Applying notions and practices learned to the participants' own settings.

5) Drafting the specifications for overseeing the execution
- Identifying and formalizing the requirements to be met for executing the project.

- Ensuring delivery in accordance with the functional specifications.
- Finding the right level to maintain control over execution.
- Being careful not to encroach on the role of the executors/project managers.
Hands-on work : Expressing certain requirements specific to overseeing execution in the context of the common-thread case.

6) Mastering the use of specifications
- Centering your RFPs on the specifications.
- Supporting changes in the specification's lifecycle.
Hands-on work : Eliciting strengths and things to watch for when implementing the methods presented.
Multiple-choice quiz on what was learned.

DATES

REMOTE CLASS
2025 : 08 déc.

2026 : 19 mars, 25 juin, 24 sept., 16 nov.