

PROJECT MANAGEMENT | COURSE BROCHURE

Requirements Engineering and Scope Management

5 days | Classroom training | English

SMART HORIZON

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Course content

Why attend

Unclear or changing requirements are among the most common causes of project failure. This course teaches how to elicit, analyse, document, validate and manage requirements and scope: stakeholder workshops, use cases and user stories, prioritisation, traceability and controlling scope change throughout the project.

Building the wrong thing well is still failure. You will learn techniques that make sure projects deliver what stakeholders actually need.

Professional Problems This Course Is Designed to Solve

• Difficulty translating subject knowledge into practical workplace decisions.
• Inconsistent approaches to the activities covered in the course outline.
• Lack of a structured plan for applying and reviewing new skills.

Course methodology

Elicitation practice, requirements writing workshops, traceability exercises and scope change simulations.

Course objectives

By the end of this course, participants will be able to:
• Plan requirements activities
• Elicit requirements using multiple techniques
• Document requirements clearly and testably
• Prioritise and validate requirements
• Maintain traceability from need to delivery
• Control scope and manage change requests

Target audience

This course is suitable for:
• Business analysts
• Project managers
• Product owners
• Systems analysts
• Solution architects



Course content

Target competencies

Participants will develop competencies in:

- Elicitation
- Requirements documentation
- Prioritisation
- Traceability
- Scope control

Course outline

Day 1: Requirements Foundations

09:00–10:08	Why requirements fail
10:08–11:00	Types of requirements
11:00–11:30	**Coffee break**
11:30–11:45	Types of requirements (continued)
11:45–12:53	Requirements life cycle
12:53–14:00	Exercise

Day 2: Elicitation

09:00–10:08	Interviews and workshops
10:08–11:00	Observation and prototypes
11:00–11:30	**Coffee break**
11:30–11:45	Observation and prototypes (continued)
11:45–12:53	Handling conflicting views
12:53–14:00	Practice session

Day 3: Documentation

09:00–10:08	Use cases and user stories
10:08–11:00	Writing testable requirements
11:00–11:30	**Coffee break**



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11:30–11:45	Writing testable requirements (continued)
11:45–12:53	Models and diagrams
12:53–14:00	Workshop

Day 4: Prioritisation and Validation

09:00–10:08	MoSCoW and value-based prioritisation
10:08–11:00	Reviews and validation
11:00–11:30	**Coffee break**
11:30–11:45	Reviews and validation (continued)
11:45–12:53	Acceptance criteria
12:53–14:00	Exercise

Day 5: Scope Management

09:00–10:08	Scope baseline
10:08–11:00	Traceability
11:00–11:30	**Coffee break**
11:30–11:45	Traceability (continued)
11:45–12:53	Change control
12:53–14:00	Action plan

The timings provided are estimates and may vary depending on the number of participants and the discussions taking place during the sessions. They are indicative only and do not constitute a binding commitment.



Course content

Dates, venues and fees

Current published course plans. Fees are per participant in GBP, excluding unconfirmed taxes.

Venue	Start date	End date	Fee (GBP)
Rome Confirmed dates	9 Nov 2026	13 Nov 2026	**£2,450.–**
Online Confirmed dates	9 Nov 2026	13 Nov 2026	**£1,250.–**
London Confirmed dates	30 Nov 2026	4 Dec 2026	**£2,450.–**
Online Confirmed dates	30 Nov 2026	4 Dec 2026	**£1,250.–**
Dubai Confirmed dates	4 Jan 2027	8 Jan 2027	**£3,150.–**
Online Confirmed dates	4 Jan 2027	8 Jan 2027	**£1,250.–**
Istanbul Confirmed dates	18 Jan 2027	22 Jan 2027	**£2,650.–**
Online Confirmed dates	18 Jan 2027	22 Jan 2027	**£1,250.–**
Vienna Confirmed dates	8 Feb 2027	12 Feb 2027	**£2,940.–**



Course content

Dates, venues and fees (continued)

Venue	Start date	End date	Fee (GBP)
Online Confirmed dates	8 Feb 2027	12 Feb 2027	**£1,250.–**
Cape Town Confirmed dates	1 Mar 2027	5 Mar 2027	**£1,890.–**
Online Confirmed dates	1 Mar 2027	5 Mar 2027	**£1,250.–**
Vienna Confirmed dates	22 Mar 2027	26 Mar 2027	**£2,940.–**
Online Confirmed dates	22 Mar 2027	26 Mar 2027	**£1,250.–**
Cape Town Confirmed dates	12 Apr 2027	16 Apr 2027	**£1,890.–**
Online Confirmed dates	12 Apr 2027	16 Apr 2027	**£1,250.–**
Dubai Confirmed dates	26 Apr 2027	30 Apr 2027	**£3,150.–**
Online Confirmed dates	26 Apr 2027	30 Apr 2027	**£1,250.–**



Course content

Dates, venues and fees (continued)

Venue	Start date	End date	Fee (GBP)
Paris Confirmed dates	17 May 2027	21 May 2027	**£2,860.–**
Online Confirmed dates	17 May 2027	21 May 2027	**£1,250.–**
Rome Confirmed dates	7 Jun 2027	11 Jun 2027	**£2,450.–**
Online Confirmed dates	7 Jun 2027	11 Jun 2027	**£1,250.–**
Barcelona Confirmed dates	28 Jun 2027	2 Jul 2027	**£2,840.–**
Online Confirmed dates	28 Jun 2027	2 Jul 2027	**£1,250.–**
Amsterdam Confirmed dates	19 Jul 2027	23 Jul 2027	**£2,540.–**
Online Confirmed dates	19 Jul 2027	23 Jul 2027	**£1,250.–**
Cape Town Confirmed dates	2 Aug 2027	6 Aug 2027	**£1,890.–**



Course content

Dates, venues and fees (continued)

Venue	Start date	End date	Fee (GBP)
Online Confirmed dates	2 Aug 2027	6 Aug 2027	**£1,250.-**
Frankfurt Confirmed dates	23 Aug 2027	27 Aug 2027	**£2,650.-**
Online Confirmed dates	23 Aug 2027	27 Aug 2027	**£1,250.-**
Rome Confirmed dates	13 Sept 2027	17 Sept 2027	**£2,450.-**
Online Confirmed dates	13 Sept 2027	17 Sept 2027	**£1,250.-**
Dubai Confirmed dates	4 Oct 2027	8 Oct 2027	**£3,150.-**
Online Confirmed dates	4 Oct 2027	8 Oct 2027	**£1,250.-**
Barcelona Confirmed dates	25 Oct 2027	29 Oct 2027	**£2,840.-**
Online Confirmed dates	25 Oct 2027	29 Oct 2027	**£1,250.-**



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Dates, venues and fees (continued)

Venue	Start date	End date	Fee (GBP)
Kuala Lumpur Confirmed dates	8 Nov 2027	12 Nov 2027	**£1,450.-**
Online Confirmed dates	8 Nov 2027	12 Nov 2027	**£1,250.-**
London Confirmed dates	29 Nov 2027	3 Dec 2027	**£2,450.-**
Online Confirmed dates	29 Nov 2027	3 Dec 2027	**£1,250.-**

Plan your next step

Dates, availability, exact venue, taxes, inclusions and payment terms require written confirmation. This brochure is not a quotation, registration, booking confirmation or visa invitation. Participants receive a Smart Horizon UK certificate of attendance; programmes are not externally accredited and do not award a professional qualification or designation. Confirm arrangements before booking travel.

For group or in-house training, contact our learning team to discuss your objectives and delivery arrangements.

Contact Smart Horizon

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