Prepare for Elicitation

Purpose or Need

To understand the scope of the elicitation activity, select appropriate techniques, and plan for (or procure) appropriate supporting materials and resources.

Value

The plan that will ensure that information is elicited from stakeholders in the most suitable way.

Solution

A defined elicitation activity plan that includes the planned elicitation activities and their scope, activity logistics, and anticipated participants.

Techniques

Frequently used techniques:

- *Brainstorming;*
- *Document Analysis;*
- *Estimation;*
- *Interviews;*
- *Stakeholder List, Map, or Personas.*

*Refer to the **BABOK Guide v3** for the complete list of techniques.*

Stakeholder

Typically involves sponsors, domain subject matter experts, project managers, and any additional stakeholders identified.

Description of Change

Prepare for Elicitation defines the desired outcomes of each elicitation activity, and ensures that the stakeholders have the information they need to provide and understand the nature of the activities they will participate in.
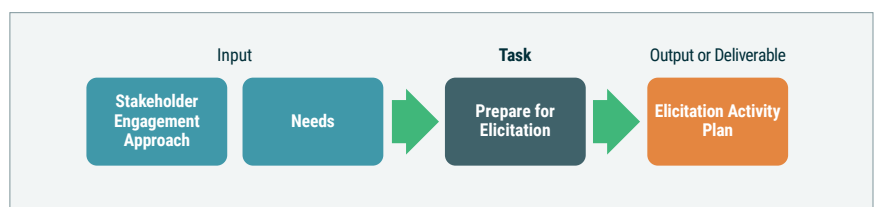
It should include understanding the scope of the elicitation activity, determining what will be produced using the elicitation results, which techniques are best suited to produce those results, defining and planning the elicitation logistics, identifying any materials needed, and fostering collaboration during an elicitation activity by preparing stakeholders for the activity.

Reference (Guidelines and Tools)

The following resources, if they exist, can be used to transform the inputs into the outputs:

- Business Analysis Approach;
- Business Objectives;
- Existing Business Analysis Information;
- Potential Value.

Task Inputs and Outputs

Input		Task	Output or Deliverable
Stakeholder Engagement Approach	Needs	Prepare for Elicitation	Elicitation Activity Plan

Consider...

Building knowledge about the desired change is a prerequisite to creating value as quickly as possible. Preparing effectively for elicitation is relevant whenever interactions are needed to draw out information from stakeholders and applies to any type of initiative.

Example: it is important to prepare for elicitation sessions to identify requirements for a new technology solution.

See *BABOK Guide – 11.3 The Information Technology Perspective – 11.2.1 Change Scope*

*Certifications: ECBA, CCBA, CBAP – Refer to the **BABOK® Guide** for study purposes*

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