



## Software Architecture and Development

### *Joint Requirements Planning (JRP) & Joint Application Design (JAD) Pre-Session Checklist*

The success of your facilitated meeting hinges on how well you've prepared in advance. Here is a quick reference guide to help you plan your session.

- Set the meeting objective.** Be crystal clear about what the session should achieve. Confirm that JRP/JAD is the appropriate technique for meeting the objective. Clearly define and limit scope to what can be reasonably achieved in the allotted timeframe.
- Define the deliverables.** Create a list of all of the decisions, documents, models and/or designs that should result from the session.
- Determine who will create each deliverable.** Ensure you have the appropriate, experienced business members or IT resources to work on each deliverable during the session.
- Determine participant list.**
- Subject matter experts (participants)
  - Facilitator
  - Scribe(s)
  - Modelers
  - Issue-taker
  - Observers (non-participants)
- Do not overload your meeting with too many people. Determine who must attend to ensure the objective is met.
- Schedule the session.** Ensure the room is the correct size and layout. Determine how breaks and refreshments will be handled. Ensure computers, white boards, markers, flip charts are available.
- Publish pre-session material.** Ensure participants know the objective and scope in advance. Publish objective, agenda, participant list, roles, rules and any advance material regarding the subject that is relevant. Tell participants what materials they must bring to the meeting (e.g., reports, documents etc...)
- Conduct session.** Review meeting code of conduct. Keep session moving and positive. Park issues that cannot be solved and assign them for later resolution. At the end of the session, state next steps and schedule for publication of meeting deliverables.
- Synthesize and publish deliverables.** After the JRP/JAD, there is still a great deal of work to finish. Complete deliverables from the meeting (e.g., synthesize the various models into a readable set of documents). Publish deliverables to attendees for verification. Establish project next steps.