

The Subject Matter Expert's (SME) UI IT Modernization Survival Guide

Curriculum Overview

The Subject Matter Expert's (SME) UI IT Modernization Survival Guide is a course designed to provide UI subject matter experts (SMEs), who interact with agency Business Analysts, IT and/or vendor staff, valuable information on improving business processes, project management, how to effectively communicate the business needs of the Agency, provide business rules, and preparing for user acceptance testing.

The course assists SMEs in understanding their role in a modernization project and the role of others from project planning, requirements definition, and throughout the software development life cycle.

The course will also provide a variety of hands on activities to reinforce the material presented. These include redesigning a business process, accurately communicating business requirements, distinguishing a functional requirement from a business rule, writing business rules, proofing a draft use case, and identifying possible test scenarios.

Learning Outcomes

After completing the Subject Matter Expert's (SME) UI IT Modernization Survival Guide, participants will be able to:

- Recognize the importance of improving business processes as a part of UI IT Modernization
- Explain why project management is essential to the success of a project
- Define commonly used IT project terms and tools
- Explain the other roles in the project, and how they relate to the SME
- State how to prepare to participate in the requirements gathering process
- Effectively communicate business needs in the form of requirements
- Identify and provide business rules related to the SME's area of expertise
- Explain the purpose and components of use cases
- Explain the role of the SME throughout the Software Development Life Cycle (SDLC)
- Explain the SME's role in User Acceptance Testing (UAT)
- Explain the SME's role in Pre and Post Implementation

Target Audience

The SME UI IT Modernization Survival Guide is designed for UI Subject Matter Experts who interact with agency Business Analysts, IT and/or vendor staff.

Duration

ITSC instructors will deliver the two day training at state sites and offer it periodically in the ITSC offices in Washington, D.C.