

## 338: JAD WORKSHOP (2 Days)

### Course Description:

This two-day work shop is designed to integrate current company best practices with industry accepted Joint Application Development (JAD) best practices. Attendees will learn the key tools to be an effective facilitator and to develop, refine, elicit and interpret information gleaned from a JAD session. This course includes group activities and exercises that promote participant creativity and interaction. Attendees learn how to handle difficult group dynamics and gain a familiarity using and creating, in real-time, a data dictionary and other key artifacts.

### Learning Objectives:

- How to prepare an agenda
- Conduct pre-session meetings
- Prepare JAD deliverables
- Capture and document JAD content in real-time
- Brainstorming Techniques

**Who should attend:** Business Analysts, Developers, people who interface with IT or participant in JAD sessions.

### Learning Methods

1. **Discussion/Interactive Lecture** – Participant collaboration is used to elicit people’s experiences and relate to core topics to be covered (case studies, large group discussions, and small group discussions)
2. **Skill Builders** – Workshops and activities are used to practice skills and get feedback.
3. **Simulation** – Participants are immersed in an experiential simulation that leverages their organization’s specific material and combines new and practiced skills. Peer and instructor feedback are used to reinforce performance improvement opportunities.

### Day 1: Knowledge and Skill Building

#### Module 1: Self-Assessment\*

Students self-assess their understanding and interest in a variety of JAD topics with a short survey. Topics are clustered into modules with time estimates attached to them to allow for seamless customization. In real-time (utilizing an Excel spreadsheet to analyze the responses from the survey) instructor models group collaboration by facilitating agreement on what modules to cover during the workshop.

#### Module 2: Session Definition

Topics include – selecting your JAD team, working with the business, articulating project assumptions and risks, conducting interviews with stakeholders

*Example Skill Builder: Interviewing Stakeholders*



## **Module 3: Research**

Topics include – understanding business imperatives, thinking like the business owners and stakeholders, documenting business processes, documenting data requirements, writing a JAD session agenda

*Example Skill Builder: Writing a JAD Session Agenda*

## **Module 4: Preparation**

Topics include – preparing documents, developing visual aids for meeting, selecting models to use during the meeting, preparing JAD attendees, design of meeting space, checklist of materials, tools to use during

*Example Skill Builder: Developing Visual Aids/Selecting Models to Use in JAD Session*

## **Module 5: The Session**

Topics include – running the agenda, setting ground rules, taking notes, time boxing, reviewing key artifacts with group (screen mockups, data flows, business rules/business processes), open issues and parking lots, evaluating and debriefing session

*Example Skills Builder: Handling Open Issues, Debriefing Session*

## **Module 6: Post Session**

Topic include – communication to stakeholders, writing the session document, reviewing and approving the document, follow-up, managing expectations, handling moving requirements

*Example Skills Builder: Analyzing a Session Document*

## **Module 7: Facilitation Techniques**

Topics include – brainstorming and creative thinking, time boxing, handling difficult dynamics, negotiating differences, eliciting participation from all attendees, collaborative decision making, consensus building, maintaining agility with focus and structure, creating an ethos for the group, active listening skills, managing uncertainty and ambiguity with a group

*Example Skills Builder: Brainstorming and Collaborative Decision Making, Active Listening Skills*

## **DAY 2: JAD SESSION SIMULATION**

### **Module 8: JAD Session Simulation\***

Utilizing the knowledge and skills of day one (as well as ones not yet discusses), participants are immersed in an experiential simulation that leverages their organization's specific material and combines new and practiced skills. Peer and instructor feedback are used to reinforce performance improvement opportunities.

**NOTE:** Every module includes tip sheets, best practices, and a skill builder activity. Most modules include either a case study or role and, whenever possible, these are developed from their organization's materials/information/artifacts provided to the instructor.

### **\* Required Modules**

***Please contact your ROI representative to discuss course customization!!!***