

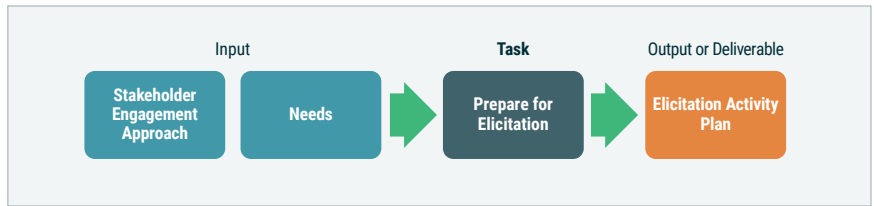
# Prepare for Elicitation

## Reference (Guidelines and Tools)

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

- Business analysis approach
- Business objectives
- Existing business analysis information
- Potential value

## Task Inputs and Outputs



## 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 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](#) for the complete list of techniques.

## Stakeholder

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

## Description of Change

This task defines the desired outcomes of each elicitation activity and ensures that stakeholders have the necessary information to understand the nature of the activities they will participate in.

It should include what the elicitation results will help produce, identifying the most appropriate techniques to produce these results, defining and planning the elicitation logistics, identifying any materials needed, and fostering collaboration during an elicitation activity by preparing stakeholders for the activity.

### Consider...

Building knowledge about the desired change is essential for delivering value quickly. Effective elicitation preparation is crucial for any initiative and key to gathering information from stakeholders.

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 and 11.2.1 Change Scope](#)

Certifications: ECBA, CCBA, CBAP – Refer to the [BABOK Guide](#) for study purposes

© 2025 International Institute of Business Analysis.