



## **About this course:**

There are no second opinions about the importance of the functions, tasks, and activities performed by business analysts in the complex world of today. Business analysts are not only responsible for describing the needs and requirements of every project in a simple and easy-to-understand manner, but they are also tasked with the responsibility of ensuring that teams do not lose track of the purpose for which the project was initiated. Additionally, business analysts are also responsible for the collection, documentation and tracking of requirements in a variety of scopes.

Needless to say, the going can get tough at times as a business analyst.

That's exactly why this business analysis class has been designed to help equip interested student with the knowledge and skills to make their jobs easier. The course will also introduce students to best practices and tried and tested methods in the world of business analysis.

Aligned with the standards for requirements definition and business analysis, this course is compliant with the Business Analysis Body of Knowledge (BABOK) of the International Institute of Business Analysis (IIBA). This BABOK compliant business analysis class will not only help students receive IIBA business analyst certifications in the future, but since BABOK is all set to become the business analysis standard, the course will offer multifaceted benefits to students.

Since the final version of BABOK is still in the making, the Business Analysis Essentials course will be updated to adhere to the standard once all updates to the Business Analysis Body of Knowledge have been made.

## **Course objectives:**

- In-depth understanding of what business analyst roles entail
- Introduction to standard business analysis methods
- Understanding how to go about management and elicitation of project requirements
- Understanding how concepts taught in the workshop can be applied practically

## **Audience:**

- Business Analyst
- Business Managers

## **Prerequisites:**

- There are no prerequisites for this course.

## **Course Outline:**

### **Day 1**

- Define BA Roles and responsibilities
- Describe the emerging BA profession including the IIBA certification program
- Describe the difference between business analysis versus systems analysis
- Describe the challenges of business analysis
- Describe the interface between business analysis and project management
- Understand scope and configuration management
- Describe and apply the BABOK Knowledge areas, Fundamental Skill areas and Technical Skills
- Apply enterprise analysis skills in
- Organizational aspirations and measurement of financial performance
- Strategic planning
- Organizational architecture
- Building the business case (feasibility, opportunities, risk, benefits/costs and analysis)
- Detailing and documenting the business case (selecting and prioritizing projects)
- Problem solving
- Describe requirements planning and management (roles, responsibilities, stakeholder needs, interests and conflict management)

### **Day 2**

- Build the requirements development project plan, including
- Identification of deliverables and activities
- Identification of the schedule and milestones for requirements development
- Management of the scope of the requirements project
- Reporting on requirements progress and performance
- Exercises in requirements planning
- Apply requirements gathering techniques for collection of requirements, including
- Brainstorming
- Identification of scenarios
- Document analysis
- Focus groups
- Interface analysis
- Interviews
- Job shadowing
- Prototyping
- Requirements workshop
- Survey/questionnaires
- Reverse engineering
- User task analysis

- Describe requirements analysis and documentation, and attributes of good requirements

### Day 3

- Apply techniques for analyzing requirements (data/behavior, process/flow and usage models)
- Demonstrate skills in managing
- Supplementary requirements
- Assumptions and constraints
- Requirements attributes
- Traceability of requirements
- Requirements specifications
- Requirements validation
- Communicate requirements
- Identify requirements format (target audience, presentation requirements, preferences and tools)
- Describe the creation of the requirements package
- Describe requirements presentation
- Describe the management of requirements review and signoff
- Exercise in requirements communication and presentation
- Describe requirements implementation including issues such as
- Alternative solutions
- Technology options
- Facilitation of solution selection
- Usability of the solution
- Quality assurance

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