
Advanced Business Analysis (Duration 3 days)

Overview

The Advanced Business Analysis course is an intensive workshop deep diving into the core competencies of a business analyst. The course is a blend of theoretical content with the real-life experience of a Lead Business Analyst practitioner. Throughout the course, you will learn about the more complex aspects of business analysis and the key skills/techniques using a combination of instructor lead presentations and practical workshop activities.

Learning Objectives

- Understand the key knowledge, tools, techniques & skills of a Senior Business Analyst
- Obtain planning and estimating skills for business analysis activities
- Gain an understanding of how to develop a Requirements plan (Information and Governance).
- Understand different requirements elicitation techniques
- Gain an appreciation of requirements analysis and documentation including requirements modelling techniques
- Appreciate the importance of managing requirements and communicating change throughout the product lifecycle

Course Outline

Business Analysis Core Concept Model

Needs Assessment

BABOK – Top Down/Bottom-Up approach

Business Analysis Planning and Monitoring

- Overview
- Core Concept Model in BA Planning
- Plan Business Analysis Approach
- Plan Stakeholder Engagement
- Plan Business Analysis Governance
- Plan Business Analysis Information Management
- Identify Business Analysis Performance Improvements
- Techniques
 - Business Analysis Estimation
 - Stakeholder Lists, Maps, and Personas
 - Decomposition Models
 - Product Backlog
 - Rolling Wave Planning
 - Work Breakdown Structures
- Exercise – Plan the BA approach to the scenario.

Elicitation and Collaboration

- Overview
- Core Concept Model in Elicitation and Collaboration

- Prepare for Elicitation
 - Elicitation Activity Plans
 - Risk Analysis and Management
- Conduct Elicitation
 - Collaborative Elicitation
 - Process Modelling
 - Mind Mapping
 - Workshops
 - Collaborative Games
 - Research Based Elicitation
 - Data Mining
 - Business Rules Analysis
 - Surveys and Questionnaires
 - Experimental Elicitation
 - Prototyping
- Confirm Elicitation Results
 - Confirm elicitation results against source information (Document Analysis)
 - Interviews
- Communicate Business Analysis Information
 - Formal Documentation
 - Informal Documentation
 - Presentations
- Manage Stakeholder Collaboration
 - Gaining and maintain agreement on commitments
 - Monitoring stakeholder engagement
 - Collaboration

Requirement Life Cycle Management

- Overview
- Core Concept Model in Requirements Lifecycle Management
- Overall Process
- Trace Requirements
 - Process Traceability
 - Software Traceability
 - Traceability Rules
 - Traceability Repository
- Maintain Requirements
 - Maintain Requirements
 - Maintain Attributes
 - Reuse Requirements
- Prioritise Requirements
 - Benefits
 - Penalties
 - Cost
 - Risk
 - Dependencies
 - Time Sensitivity
 - Stability
 - Regulatory or Policy Compliance
- Techniques
 - Backlog Management
 - Decisions Analysis
 - Impact Mapping
- Assess Requirements Changes
- Approve Requirements

Strategy Analysis

- Overview
- Core Concept Model in Strategy Analysis
- Analyse Current State
 - Business Needs Assessment
 - Business Model Canvas
 - Metrics
- Define Future State
 - Benchmarking
 - Business Goals and Objectives
 - Solution Scope
 - Constraints
 - Organisational Structure and Culture
 - Capabilities and Processes
 - Technology and Infrastructure
 - Potential Value (NPV, IRR, ROI)
- Assess Risks
 - Risk tolerance
 - Risk Analysis and Management
- Define Change Strategy
 - Enterprise Readiness Assessment
 - Transition States and Release Planning
- Business Case Development

Requirements Analysis and Design Definition

- Overview
- Core Concept Model in Strategy Analysis
- Analysis using a Requirements Model
 - Business Process Model
 - Writing Business Requirements
 - Functional Requirements with a Use Case Model
 - Business Domain Model
 - Interface Model
 - Non-functional Requirements
- Assumptions and Constraints
- Agile Techniques
 - Agile Ceremonies – Stand-ups, Sprint Planning, Backlog Management, Retrospectives
 - Personas
 - Epics
 - User Stories
 - Story Decomposition