
Business Analysis Foundations (Duration 4 days)

Overview

The Business Analysis Foundations course is an intensive workshop covering the core competencies of a business analyst. Our course is a blend of theoretical content with the real-life experience of a business analyst practitioner. Throughout the course, you will learn about the role of a business analyst and the key skills/techniques using a combination of instructor lead presentations and practical workshop activities.

This course is an IIBA approved course and automatically satisfies the required 35 Professional Development hours (PDs) for CBAP (Level 3) certification.

Learning Objectives

- Gain an understanding of the role & value of a business analyst
- Understand the key knowledge, tools, techniques & skills of a business analyst
- Obtain planning and estimating skills for business analysis activities
- Gain an understanding of how to develop a Requirements Management Plan.
- Understand different requirements elicitation techniques
- Gain an appreciation of requirements analysis and documentation including requirements modelling techniques
- Understand how requirements are used for solution evaluation
- Appreciate the importance of managing requirements and communicating change throughout the product lifecycle

Course Outline

Introduction to Business Analysis

- Overview
- Project & Product Lifecycle
- The role of a Business Analyst
- Professional Associations
- Certification Programs
- BABOK™
- The problem with IT projects and the value of a Business Analyst

Business Analysis Planning and Monitoring

- Overview
- Business analyst planning and work plan
- Stakeholder Identification
- Developing a Requirements Management Plan
 - Stakeholder Roles and Responsibilities
 - Requirements estimation
 - Requirements Management Process
 - Requirement Type Definition
 - Requirement Type / Artefact mapping
 - Naming and Numbering Convention
 - Requirements Prioritisation
 - Requirements Traceability
 - Requirements Versioning
 - Requirements Baseline
 - Communication Strategy for Requirement Changes
- Requirements Management Reporting (Metrics & measurement)
- Requirements Management Tools

Elicitation and Collaboration

- Overview
- Requirements elicitation preparation
- Techniques
 - Analysing Documents
 - Interviews
 - Work Shadowing
 - Focal Groups
 - Workshops
 - Surveys
 - Brainstorming
 - Interface Analysis
 - Prototyping
 - Reverse Engineering
 - Scenarios
 - Storyboarding
 - Benchmarking and Market Analysis
 - Business Rules Analysis
 - Collaborative Games
 - Concept modelling
 - Data Mining
 - Data Modelling
 - Mind Mapping
 - Process Analysis
- Process Modelling
- Requirements elicitation validation

Requirement Life Cycle Management

- Overview
- Requirements scope
- Requirements traceability
- Requirements management and re-use
- Communicating requirements

Strategy Analysis

- Overview
- Role of the Business Analyst in Enterprise Analysis
- Business Need
- Whole Solution Thinking
- Research and Feasibility Study
- Business Case
- Benefits Realisation Planning

Requirements Analysis and Design Definition

- Overview
- Analysis using a Requirements Model
 - Business Process Model
 - Functional Requirements with a Use Case Model
 - Business Domain Model
 - Interface Model
 - Non-functional Requirements
- Assumptions and Constraints

Agile Techniques

- Epics
- User Stories
- Story Decomposition
- Personas
- Link between Agile techniques and business process modelling
- Prioritising user stories (the interaction of story business value and story pointing with traditional prioritisation techniques)

Solution Evaluation

- Overview
- Verifying and Validating Requirements
- Quality Requirements
- Solution Preparation & Evaluation
- Ranking Requirements
- Implementation
- Post Implementation Review (PIR)