

Business Analysis Workshop

Course Summary

Description

The business analyst role has evolved from that of a business procedures analyst to that of a business liaison between the non-technical user community and the technical solution providers. This course provides proactive, introductory coverage of the knowledge and skills essential to business analysts today and the foreseeable future. Recently updated to BABOK V3.

Objectives

After taking this course, students will be able to:

- Describe the relation between projects and processes
- Describe two major project development methodologies
- Waterfall, Rolling wave and Spiral
- Understand Agile Methodologies
- Compare the different development models
- Discuss the basics of strategic analysis and its impact on project selection
- Learn the communications processes and how it can impact project requirements
- Determine each participant's communications style (BEST profile)
- and how that understanding can help in eliciting requirements
- Elicit and document user requirements using the following techniques
 - Interviews
 - Collaborative sessions
 - Prototyping
 - Using the Work Breakdown Structure
 - Use case basics
 - Business process analysis
 - Modeling the business
 - Fundamentals of Process Modeling
 - Requirements validation through Data Modeling
 - Testing fundamentals and quality assurance

Topics

- Overview
- Requirements Elicitation
- Modeling
- Fundamentals of testing
- Templates
- Practical Application Sessions

Audience

- New business analysts
- Experienced business analysts looking to update their skills and understanding of their role•
- Project managers who incorporate business analysis roles in their projects
- Managers that have business analysts on their staff

Duration

Three Days

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Course Outline

- I. **Overview**
 - A. BA Responsibilities
 - B. Compare SDLC's
 - C. Communications
 1. Information distribution
 2. Communications styles
- II. **Requirements Elicitation**
 - A. Levels of requirements on a project
 - B. Identifying needs vs. wants
 - C. The impact of the development methodology on requirements
 - D. Techniques for gathering requirements
 1. Interviewing
 2. Prototyping
 3. Use Cases
 4. Collaborative Workshops
 5. Work Breakdown Structure
 6. Business Process Analysis
 - E. Ranking requirements
- III. **Modeling**
 - A. Business Process Analysis
 1. Business Process Improvements (BPI)
 2. Business Process Reengineering (BPR)
 - B. Data Modeling
 1. Fundamentals
 2. Entity Relationship Diagrams
- IV. **Fundamentals of testing**
 - A. Testing strategy
 - B. Ensure project quality and quality of the product
 - C. Test scripts
- V. **Templates**
 - A. Software/Product Requirements Outline
 - B. Use Case Template
 - C. Test Plan Template
- VI. **Practical Application Sessions**
 - A. Discuss BA practices in your company
 - B. Conduct a project with limited communications
 - C. Determine your own Communication Style
 - D. Interview a project sponsor and build a product
 - E. Develop Use Cases and a Use Case Diagram
 - F. Elicit requirements while developing a Work Breakdown Structure
 - G. Create a Business Process model
 - H. Develop a high-level Requirements Document
 - I. Develop an Entity Relationship Diagram
 - J. Create a Project Test Plan