

Business Analysis Essentials

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. It allows students with the opportunity to use many of the techniques discussed in class. Material is based on the IIBA's BABOK V3.

Objectives

By the end of this course, students will be able to:

- Understand the role of the business analyst
- Describe the relation between projects and processes
- Describe two major project development methodologies
- Waterfall and Agile methods
- Discuss hybrid methods
- 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
- Requirements documentation
- Testing fundamentals and quality assurance

Topics

- Overview
- Requirements Elicitation
- Requirements planning
- Documenting requirements
- Managing requirements
- Practical Application Sessions

Audience

This course is designed for :

- 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

Two Days

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Course Outline

I. *Overview*

- A. BA Responsibilities
- B. The IIBA and PMI certifications for Business Analysts
- C. Compare SDLC's and development methodologies
- D. Stakeholder engagement and Communications
 - 1. Communications styles

II. *Requirements Elicitation*

- A. Levels and types of requirements
- B. Identifying needs vs. wants
- C. Problem assessment and root cause analysis
 - 1. The project charter and scope statements
- D. The impact of the development methodology on requirements
- E. Techniques for eliciting requirements
 - 1. Interviewing
 - 2. Prototyping
 - 3. Use Cases – High Level
 - 4. Intro to Collaborative Workshops
 - 5. Work Breakdown Structure and starting the project schedule
 - 6. Business Process Analysis

III. *Requirements planning*

- A. Choosing the best technique for eliciting requirements
- B. Determining how requirements will be managed and traced through the project
- C. Ranking and prioritizing requirements with stakeholders

IV. *Documenting requirements*

- A. Requirements quality characteristics
- B. What makes quality requirements
- C. Consequences of not having high quality requirements

V. *Managing requirements*

- A. Verification and Validation of requirements
- B. Requirements traceability
- C. Solution assessment

VI. *Practical Application Sessions*

- A. Discuss BA practices in your company
- B. Determine your own Communication Style
- C. Interview a project sponsor and build a product
- D. Develop Use Cases and a Use Case Diagram
- E. Elicit requirements while developing a Work Breakdown Structure
- F. Create a Business Process model
- G. Develop a high-level Requirements Document