# Business Analysis for IT Professionals

# 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.

### Objectives

After taking this course, students will be able to:
- Describe the relation between projects and processes
- Describe three major project development methodologies
  - Waterfall, Rolling wave and Spiral
  - Understand Agile Methodologies
  - Compare the different development models
- Discuss the basics of enterprise analysis and its impact on project selection
- Learn the communications processes and how they can impact project requirements
- Determine each participant's communications style (BEST profile) and how that understanding can help in eliciting requirements
- Gather 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 Gathering
- Modeling

- Fundamentals of testing
- Templates
- 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

### Prerequisites

There are no prerequisites for this course.

### Duration

Four days
28 PDUs/ 28 CDUs

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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 Gathering**
- 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 and sample questions
  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. Design and facilitate a Requirements-Gathering session
- G. Gather requirements while developing a Work Breakdown Structure
- H. Create a Business Process model
- I. Develop a high-level Requirements Document
- J. Develop an Entity Relationship Diagram
- K. Develop a Test Plan