The Business Analyst Crash Course

Course Summary

Description

This is an intensive, practical course covering all aspects of the Business Analyst role – from requirements gathering to QA support. The emphasis of the course is on learning practical tools and techniques that can immediately be put to use in interactions with business stakeholders and the creation of subsequent requirements artifacts. All major tools and techniques – Structured Analysis, Object-Oriented (OO), Waterfall and Agile approaches – are addressed. The course supports the most up-to-date standards and guidelines in the industry, including the latest releases of the BABOK, ITIL and the UML.

The course is applicable to all those serving a Business Analysis (BA) function – whether as part of other duties or as a dedicated role: New BA practitioners gain hands-on experience in applying Business Analysis techniques, while more experienced BAs are able to upgrade their skills and learn how all of the techniques fit together. Trainees learn not only how to use the tools for new development, but how to use the resulting BA artifacts after they’ve been developed to create quality tests and as effective inputs for future Maintenance and Enhancement (M&E) projects.

Objectives

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

- Understand the BA function, the different types of requirements and the process for developing high-level business goals into solution requirements
- Create well-defined Problem Statement
- Conduct effective requirements-workshop sessions with stakeholders for capturing and verifying requirements.
- Learn how and when to ask the right questions during requirements elicitation events.
- Create quality requirements documentation for an in-house or procured (external vendor) solution that is comprehensive, unambiguous and promotes consistency and reuse.
- Know when to use each technique and model
- Elicit and document user requirements with use cases.
- Understand the differences and similarities between use cases and user stories – and how both may be used to complement each other.
- Model business process workflow using activity diagrams with swimlanes.
- Be able to transition from the business context to IT solution requirements by examining workflow and using best-practice techniques for mapping process steps to system use cases.
- Capture detailed user requirements in system use-case specifications.
- Capture and document complex operative business rules using decision tables.
- Analyze the data dependencies between requirements using Structured Analysis Data Flow Diagram (DFD) models.
- Use Entity Relationship Diagrams (ERDs) and UML Class Diagrams during interviews as effective tools for discovering structural business rules before development or procurement – so that they aren’t missed until they become expensive to implement.
- Support QA by reviewing and ensuring the quality of the test strategy, test scenarios and test data using Structured Testing and Structured Walkthroughs and by knowing how to use BA artifacts as input to test design.
- Understand how Test-Driven Development (TDD), Behavior-Driven Development (BDD) and boundary-value analysis impact the BA role.
- Understand the relationship between the BA and PM roles and how the BA supports the PM in managing and tracing requirements.
- Understand the implications of agile on the BA function.
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Course Summary (con’t)

Topics

- The BA Function and Requirements Elicitation
- Analyzing High-Level Business Process Impact with Business Use Cases
- Business Process Modeling
- Identifying Mid-Level User Requirements using the System Use-Case Model
- Refining the Requirements
- Documenting Process Requirements using Structured Analysis (DFDs)
- Analyzing Structural Business Rules Using Data Models and UML Class Diagrams
- BA Relationship to QA and PM Roles

Audience

- Entry-level IT Business Analysts and their managers
- Self-taught IT Business Analysts requiring a course that fills in the gaps and puts all the pieces together
- Systems Analysts and programmers interested in expanding their role into the business area

Prerequisites

There are no prerequisites for this course.

Duration

Two days
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Course Outline

I. The BA Function and Requirements Elicitation

II. Analyzing High-Level Business Process Impact with Business Use Cases

III. Business Process Modeling

IV. Identifying Mid-Level User Requirements using the System Use-Case Model

V. Refining the Requirements
   A. Analyzing Detailed User Requirements with System Use-Case Specifications
   B. Analyzing Operative Business Rules with Decision Tables

VI. Documenting Process Requirements using Structured Analysis (DFDs)

VII. Analyzing Structural Business Rules Using Data Models and UML Class Diagrams

VIII. BA Relationship to QA and PM Roles