



Business Analysis Overview

Course Overview

Business Analysis Overview describes the role of the Business Analyst and examines many of the most common Business Analysis tools and practices. Participants are taught the nature of business analysis and the role of the BA; techniques used to define a proposed solution; stakeholder identification; and project requirements development, validation, and management. The importance of project Business Value optimization is emphasized throughout the class. The BA role in both waterfall and agile projects is discussed. Topics include:

- The value of Business Analysis
- Roles of the Business Analyst
- BA competencies
- Stakeholder identification and analysis
- Problem assessment and solution identification
- Types of requirements
- Planning the requirements engagement
- Requirements Elicitation
- Analyzing and documenting requirements
- Verifying and Validating Requirements
- Requirements management
- Solution validation
- Post-Project Value Assessment

Who should attend

This course is of particular value to those new to business analysis; managers of business analysts; project managers and other project staff with direct or indirect responsibility for requirements definition and analysis; and Project Management Office staff.

Prerequisites

This course assumes that participants have participated in some projects.

Class Information

- **Course I.D. Number:** 4005
- **Typical class size:** 6 to 20 attendees
- **Duration:** 1 day
- **Delivery:** Virtual or onsite
- **Participants receive:**
 - Certified BA Instruction
 - Comprehensive Participant Guide
 - Business Analysis templates
 - Certificate of Participation
 - 7 CDUs / PDUs
(Tech: 5 Lead: 1 Strat: 1)

Learning Approach

- A highly qualified instructor will use interactive lecture format, hands-on exercises, team activities, group discussions, and other techniques to drive home essential concepts.
- We will build on your prior experience in this topic, while providing you with a structure and vocabulary to use in all of your future projects.
- If you have modest understanding of the BA role, you will find that the clarity of the material and direct presentation style of the instructor will make the subject matter easy to understand.

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Course Outline

- Section 1: Introduction to Business Analysis
 - Nature of Business Analysis
 - Roles of the Business Analyst
 - Value of Business Analysis
 - Business Analysis supports project success
- Section 2: The Business Analysis Professional
 - IIBA®: BABOK Guide®
 - PMI®: Business Analysis Practice Guide
 - Certification programs
 - BA competencies
- Section 3: Stakeholder Collaboration Skills
 - Stakeholder identification
 - Stakeholder analysis
- Section 4: Solution Definition
 - Enterprise analysis
 - Problem assessment
 - Defining business needs
 - Root cause analysis
 - Solution definition
 - The business case
 - Improvement recommendations
- Section 5: Understanding Project Requirements
 - Waterfall and agile methodologies
 - Definition of requirement
 - Four requirement types
 - The Vision and Scope Document
 - SMART objectives
 - Requirements Lifecycle
 - Benefits of good requirements
- Section 6: Requirements Planning
 - Elements of planning
 - Business Analysis Plan
 - Benefits of planning
 - BA – PM partnership
- Section 7: Requirements Elicitation
 - Requirements elicitation
 - Elicitation techniques
 - Asking good questions
 - Choose the best elicitation technique
- Section 8: Analyzing Requirements
 - Requirements analysis activities
 - Requirements analysis models
 - Review models with stakeholders
- Section 9: Documenting Requirements
 - Requirements documentation options
 - Methods for recording requirements
 - Writing individual requirements
 - Requirements quality characteristics
 - Writing the requirements document
 - Consequences of poor requirements
- Section 10: Managing Requirements
 - Validation and Verification objectives
 - Requirements Traceability
 - Validating the requirements document
 - Requirements approval
 - Requirements management
 - Requirements re-use
 - Solution validation
 - Solution assessment
- Final Course Review

This course has over a dozen exercises and demonstrations to help reinforce learning and retention.

Why should I take this course?

- If you are new to Business Analysis, the exercises in this course will give insights into essential concepts and techniques.
- Learn how to avoid many of the problems that Business Analysts most often encounter.

Licensing

Use this course to teach your students! This course is available under license to qualified Training Providers. See: <http://www.cvr-it.com/coursewareondemand/> or contact us at info@cvr-it.com