

Project Management for the Business Analyst

Course Overview

Project Management for the Business Analyst provides a review of all primary project management functions and describes how they apply to the work of the Business Analyst (BA). Participants are shown how to write a convincing project charter, develop and use the Requirements Engagement Plan, and maintain their role as stakeholder advocate throughout the project. The importance of optimizing post-project value is emphasized throughout this course. Topics include:

- Product and project lifecycles
- Realization of Business Value
- Identifying and managing stakeholders
- Providing estimates that work for you
- Project Charter: Building a strong project foundation
- The Requirements Engagement Plan
- Establishing effective communication
- Building quality into deliverables
- Planning for long-term project value
- Containing scope creep with effective change control
- Minimizing issues through proactive risk management
- Planning and executing an effective Transition
- Administrative and contract closure
- Lessons Learned

Who should attend

This course is ideal for BAs, managers of BAs, those who work with BAs, and anyone looking for ways to improve BA – PM synergy.

Prerequisites

This course assumes experience with project work, including some BA experience.

Course Information

- **Course I.D. Number:** 4070
- **Duration:** 2 days.
- **Participants receive:**
 - PMP®-certified instructor
 - Comprehensive Participant Guide
 - High quality PM templates
 - Certificate of Participation
 - 14 PDUs / CDUs

Learning Approach

- A highly experienced instructor will use interactive lecture format, numerous exercises, group discussions and other techniques to drive home the essential points of this material
- Throughout the course, the instructor will point out what the BA can do to create a more collaborative working relationship with the project manager.

Licensing

Teach this course! This course is available under license to qualified Training Providers. For more information, see: <http://www.cvr-it.com/coursewareondemand/> or contact us at info@cvr-it.com

Course Outline

Section 1: Introduction

- Sources of project failure
- Project success factors

Section 2: Defining Project and Project Management

- Project, Program and Portfolio
- PM Terminology
- Project and Product Lifecycles
- Agile and Waterfall

Section 3: The Project Initiation Phase

- The Business Case
- The Project Charter
- Triple Constraint
- Stakeholder analysis
- Estimation techniques

Section 4: The Communication Strategy

- Communication planning and tools
- Types of communication
- Good Meetings Practice
- Document control (version control)

Section 5: Managing Scope

- Product and Project Scope
- Requirements Engagement Plan
- WBS and the Work Package
- Scope baseline
- Scope Control

Section 6: Developing the Project Schedule

- Defining project activities
- Activity sequence – the flow of work
- Estimating activity duration
- Calculating the Critical Path
- Modifying the schedule

Section 7: Resource Planning

- Resource planning
- Roles and responsibilities
- Stakeholder participation
- Responsibility Assignment Matrix
- Resource Plan

Section 8: Project Procurement and Budget

- Managing Procurement
- Identifying sources of project cost
- Estimating cost
- Project Funding Curve
- Controlling cost

Section 9: Quality

- Defining Quality
- Quality Planning
- Quality Control
- Managing Quality

Section 10: Managing Project Risk

- Identifying project risks
- Analyzing project risks
- Risk response planning
- Monitoring risk
- Issues management

Section 11: Status Reports

- Status Reports
- Status reporting tools
- Project Status meetings
- Use of metrics

Section 12: Change Control

- Sources of change
- The Work of Change Control
- Change Control tools and process
- Requirements Traceability Matrix
- Benefits of Change Control

Section 13: Transition Planning

- Importance of Transition
- Optimizing Business Value
- Organizational adoption
- Steps to Successful Transition

Section 14: Project Close

- Contract closure
- Administrative closure
- Lessons learned

This course includes 15 hands-on exercises and facilitated discussions. Course material is fully PMBOK® and BABOK® compliant.