ProTech Professional Technical Services, Inc.

Essentials of Business Analysis

Course Summary

Description

Essentials of Business Analysis describes, the role of the Business Analyst and examines many of the most common Business Analysis practices. After reviewing core concepts, participants engage in several hands-on exercises in order to learn commonly used tools and techniques. Topics include techniques used to define a proposed solution; stakeholder identification; and project requirements development, validation, management and communication. The BA role in both waterfall and agile projects is discussed, including the use of agile techniques to reinforce the effectiveness of waterfall projects.

Objectives

After taking this course, students will be able to understand

- The value of Business Analysis
- Roles of the Business Analyst
- BA competencies
- Enterprise Analysis
- Types of project requirements
- Planning for the requirements engagement
- Requirements Elicitation

- Analyzing and documenting requirements
- Verifying and Validating Requirements
- Requirements management
- Solution validation
- Post-Project Solution Assessment

Topics

- Introduction to Business Analysis
- The Business Analysis Professional
- Stakeholder collaboration skills
- Enterprise Analysis
- Understanding Project Requirements
- Requirements Planning

- Requirements Elicitation
- Analyzing Requirements
- Documenting Requirements
- Verifying and Validating Requirements
- Additional BA Functions
- Final course review

Audience

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

Prerequisites

This course assumes that participants have participated in some projects and have some understanding of one or more business analyst roles.

Duration

Two days
14 PDUs / CDUs

Essentials of Business Analysis

Course Outline

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I. *Introduction to Business Analysis*
   A. Business Analysis
   B. Reasons organizations perform projects
   C. Role of the Business Analyst
   D. Value of Business Analysis

II. *The Business Analysis Professional*
   A. IIBA⋅ BABOK Guide
   B. PMI⋅ Business Analysis Practice Guide
   C. Certification programs
   D. BA competencies

III. *Stakeholder Collaboration Skills*
   A. Stakeholder identification and analysis
   B. Stakeholder Management

IV. Solution Definition
   A. Problem assessment
   B. Needs analysis
   C. Root cause analysis
   D. Solution definition
   E. The business case
   F. Improvement recommendations

V. *Understanding Project Requirements*
   A. Poor requirements drive project failure
   B. Agile and waterfall project methodologies
   C. Definition of requirement
   D. Requirements types
   E. Source of requirements
   F. Requirements lifecycle
   G. The Vision and Scope Document
   H. Benefits of good requirements

VI. *Requirements Planning*
   A. Requirements context
   B. Roles and responsibilities
   C. Drivers of requirements planning
   D. Elements of planning
   E. Business Analysis Plan
   F. Requirements Engagement Plan
   G. Benefits of planning
   H. BA – PM Partnership

VII. *Requirements Elicitation*
   A. Requirements elicitation
   B. Elicitation versus Gathering
   C. Stages of elicitation
   D. Elicitation techniques
   E. Requirements Versus Design
   F. Choose the best elicitation technique

VIII. *Analyzing Requirements*
   A. Requirements analysis
   B. Requirements analysis activities
   C. Requirements analysis models
   D. Review models with stakeholders
   E. User stories

IX. *Documenting Requirements*
   A. Requirements documentation options
   B. Methods for recording requirements
   C. Writing individual requirements
   D. Requirements quality characteristics
   E. Consequences of poor requirements quality
   F. Consequences of poor document quality

X. *Managing Requirements*
   A. Verifying and Validating Requirements
   B. Using Requirements Traceability
   C. Validating the requirements document
   D. Requirements approval
   E. Requirements management
   F. Requirements re-use
   G. Solution Validation
   H. Solution Assessment

XI. *Final Review and Q&A*