

# BUSINESS ANALYSIS PROFESSIONAL

TRAINING COURSE OUTLINE



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## Introduction

This 4 days Business Analysis courses is specifically designed to help business analyst to standardize their process of collecting, documenting, analyzing, communicating and managing requirements from business users to the IT team. This course will be coached and guided with theory, industry best practices and practical exercises to help you learn effectively from experienced and passionate trainers.

## Duration

4 – days workshop

## Learning Objectives

At the end of the training, participants should be able to:

- ❖ Understand the roles of the Business Analyst and apply critical knowledge and skills necessary to carry out the role successfully.
- ❖ Work with stakeholders to gather, elicit and validate different types and levels of requirement
- ❖ Define business problems and find their true cause
- ❖ Analyze, structure, and document requirements so that they are readily confirmed by your business stakeholders and usable by your project teams.
- ❖ Analyze and recommend solutions that bring benefits and value to the organization

- ❖ Effectively Manage requirements through the solutions life cycle
- ❖ Receive 35 Professional Development (PD) hours to go towards your IIBA CCBA and CBAP Certification

## Target Audience

**This course is intended for those as below:**

- ❖ Business Analyst
- ❖ Business Development
- ❖ Business Consultant
- ❖ System Architect
- ❖ Technical Architect
- ❖ Project Manager
- ❖ IT Manager
- ❖ Anyone who would like practice the knowledge of business analysis

## Training contents

### **Module 1: Core concepts of business analysis**

- ❖ What is Business Analysis?
- ❖ Who is Business Analyst?
- ❖ Introducing six BABOK® 3 Guide knowledge areas
- ❖ The Business Analysis Core Concept Model™
- ❖ What are Business requirements and Stakeholder requirements?
- ❖ What are Solution requirements and Transition requirements?

- ❖ Who are the Stakeholders?
- ❖ Requirements and Designs

## **Module 2: Underlying competencies of BA**

- ❖ Business knowledge
- ❖ Business skills
- ❖ Tools and Technology skills
- ❖ Soft skills

## **Module 3: Business Analysis Planning and Monitoring**

- ❖ Allocating requirements resources and tasks
- ❖ Performing stakeholder analysis
- ❖ Determining planning considerations
- ❖ Agreeing to solution scope and change
- ❖ Selecting the right techniques in practice

## **Module 4: Elicitation and Collaboration**

- ❖ Preparing for and conducting elicitation activities
- ❖ Documenting and confirming elicitation results
- ❖ Collecting the stated requirements
- ❖ Communicate information

## **Module 5: Requirements Life Cycle Management**

- ❖ Communicating solution scope and requirements
- ❖ Managing conflicts, issues and changes

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- ❖ Presenting requirements for approval and sign-off

### **Module 6: Strategy Analysis**

- ❖ Defining the business problem or opportunity
- ❖ Approving the business case
- ❖ Defining solution scope
- ❖ Defining change strategy

### **Module 7: Requirements Analysis and Design definition**

- ❖ Progressively elaborating the real requirements
- ❖ Structuring and specifying requirements
- ❖ Verifying and validating
- ❖ Stating solution capabilities, assumptions and constraints
- ❖ Applying the appropriate modeling techniques

### **Module 8: Solution Validation**

- ❖ Ensuring solutions meet stakeholder objectives
- ❖ Validating that the solution meets the business need
- ❖ Assessing organizational change readiness
- ❖ Creating training and user documentation
- ❖ Evaluating solution performance after deployment