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Learning Style: Online Instructor-Led

Technology:

Difficulty: Beginner

Course Duration: 2 Days

Business Analysis Foundations



About Course:

This course provides you with the foundational business analysis skills you need to elevate your value proposition to your stakeholders and organization. You will learn how to help your business clients articulate their business problem or opportunity, plan business analysis activities, as well as learn the basics of eliciting, analyzing, documenting, managing, and communicating requirements throughout the life cycle of an initiative. These foundational skills will enable you to contribute significantly to

the success of your organization’s projects.

This course has been approved for 14 PDUs and 14 CDUs.

Course Objectives:

- Understand the 5 different types of requirements
- Increase project success by better defining the business need
- Ensure optimal productivity by learning how to plan requirement efforts
- Identify and analyze stakeholders
- Document “good” requirements by writing them clearly and completely using simple templates
- Learn how to trace and prioritize requirements to ensure they link to business value

Audience:

- New business analysts, people that have project experience but have not had formal business analysis training, or experienced BAs and project managers who want a more formal and industry-standard business analysis approach will gain new skills and methods from this course.

Prerequisites:

- None

Course Outline:

Business analysis Overview

- Business analysis defined
- Business analyst role
- Business analysis framework

- Business analysis competencies

Requirements Overview

- Requirements defined
- 5 types of requirements
- Requirements alignment
- Requirements or design

Business Rules Overview

- Business rules defined
- Business rules examples
- Requirements vs. business rules

Define the Business Need

- Identify and document the business need
- Business need questions
- Determine the business requirements

Determine the Business Requirements

- Business goals vs objectives
- Documenting business goals and objectives
- Business requirements questions

Plan for Business Analysis

- Business analysis planning considerations
- Plan BA approach
- Identify stakeholders
- Plan stakeholder communication
- Plan BA activities and techniques

Elicit Requirements

- Elicitation framework
- Common elicitation techniques
- Types of questions to ask
- Document and confirm results

Analyze, Document and Model Requirements

- Characteristics of a good requirement
- Documenting requirements
- Packaged software considerations
- Validation and verification checklists
- Requirements modeling overview

Manage Requirements

- Requirements management activities
- Trace & prioritize requirements
- Review & approve requirements
- Assess requirement changes
- Maintain req. documentation

Evaluate Solution or Solution Component

- Evaluate solution overview