

Essentials of Business Analysis – 3 Day

Course Overview

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 improve the effectiveness of waterfall projects. Topics include:

- The value of Business Analysis
- Roles of the Business Analyst
- BA competencies
- Solution definition
- 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

Who should attend

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.

Class Information

- **Course I.D. Number:** 4030
- **Delivery:** Virtual or onsite
- **Participants receive:**
 - CBAP® certified instructor
 - Comprehensive Participant Guide
 - Certificate of Participation
 - Commercial-grade Business Analysis templates
 - 21 PDUs / CDUs (Technical: 16 Leadership: 3 Strategic: 2)
- **Duration:** 3 days. Also, in 2-day format.
- **Typical class size:** 6 to 20 attendees

Learning Approach

- A highly qualified instructor will use interactive lecture format, more than 25 hands-on exercises, team activities, group discussions, and more to drive home the essential points of this material
- 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.

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/> for details or contact us: 800.877.8129 or info@cvr-it.com

Essentials of Business Analysis

Course Outline

- Section 1: Introduction to Business Analysis
 - Nature of Business Analysis
 - Reasons organizations perform projects
 - 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: Solution Definition
 - Defining business need
 - Enterprise Analysis
 - Problem identification
 - Root cause analysis
 - Develop a solution approach
 - Vision and Scope Document
 - Establishing scope boundaries
 - Stakeholder identification and analysis
- Section 4: The Importance of Requirements
 - Poor requirements are a source of project failure
 - Agile and waterfall project methodologies
 - The problem with waterfall projects
 - Preventing failure with better requirements
- Section 5: Understanding Project Requirements
 - Definition of requirement
 - Requirement types
 - Business rules and data
 - Source of requirements
 - Format of documented requirements
 - Requirements Lifecycle
- Section 6: Requirements Planning
 - The requirements context
 - Drivers of requirements planning
 - Roles and responsibilities
 - Elements of planning
 - Business Analysis Plan
- Requirements Engagement Plan
- Benefits of planning
- Section 7: Requirements Elicitation
 - Requirements elicitation
 - Stages of elicitation
 - Elicitation techniques
 - Requirements Versus Design
 - Choose the best elicitation technique
 - Document stakeholder requirements
- Section 8: Analyzing Requirements
 - Requirements analysis activities
 - Structure the requirements
 - Requirements analysis models
 - Review models with stakeholders
 - Other aspects of analysis
- Section 9: Documenting Requirements
 - Requirements documentation options
 - Methods for recording requirements
 - Writing individual requirements
 - Requirements quality characteristics
 - Consequences of poor requirements quality
 - Writing the requirements document
 - Consequences of poor document quality
- Section 10: Managing Requirements
 - Verifying and validating requirements
 - Using Requirements Traceability
 - Validating the requirements document
 - Requirements package
 - Requirements approval
 - Managing changes in requirements
- Section 11: Additional BA Functions
 - Project functions
 - Communication with stakeholders
 - Participation in design
 - Solution Validation
 - BA role in testing
 - Post-Project Solution Assessment
 - Assessing Business Value
- Final Course Review

This course includes more than 25 hands-on exercises that reinforce learning and retention.