



BA11 – 5 Day Business Analysis Theory and Practice Workshop

Length: 5 days

Course Description:

Business analysis is the area of expertise that focuses on identifying business needs and determining solutions to business problems. Business analysts ultimately want to achieve the following outcomes:

- Reduce waste
- Create solutions
- Complete projects on time
- Improve efficiency
- Document the right requirements

The workshop shall provide a focused overview of both the “hard” and “soft” skills necessary for business analysis and an introduction to the processes included in the IIBA *BABOK*®. This workshop uses an interactive capstone exercise that requires participants to demonstrate the skills they have learned and to apply those skills in a simulated project.

The goal of this workshop is to help learners develop and apply the skills and techniques needed to elicit, assess, critically analyze and validate requirements to meet the business needs. Building on the IIBA® Business Analysis Body of Knowledge (BABOK®) industry standard, participants will also learn how to assemble organizational information, effectively facilitate groups, build a shared understanding between various stakeholders and the project team, and communicate solutions that will help achieve an organization's goals. **Included:** Full Student Guide based on the BABOK v2.0 Edition

Audience:

Executives, Project Managers, Business Analysts, Business and IT stakeholders working with analysts, Quality and process engineers, technicians, corrective action coordinators or managers; supervisors, team leaders, and process operators.

Prerequisites: None

Topics:

Section 1: Introduction to the workshop

- Describe the course layout
- What is business analysis?
- Good business analysis practices
- Benefits of business analysis

Section 2: The IIBA™ and the role of the Business Analyst

- The business analysis process
- BA role vs. project manager role
- BA competencies
- The BA career path

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Section 3: Business Analysis Planning and Monitoring

- Planning the Business Analysis Approach and Activities
- Performing Stakeholder Analysis
- Planning and Managing Business Analysis Communication and Performance

Section 4: Requirements Elicitation

- Preparing the Requirements Elicitation activities
- Selecting the appropriate Elicitation techniques
- Documenting and Confirming the Elicitation results

Section 5: Requirements Management and Communication

- Managing the Solution Scope and Requirements
- Capturing the Requirements Traceability
- Maintaining the Requirements for re-use
- Managing Requirements Conflicts
- Preparing the Requirements Package
- Building the Requirements communications plan
- Conflict management for business analysts

Section 6: Enterprise Analysis

- Defining the Business Need
- Assess the Capability Gaps in the Enterprise

- Determining the Solution Approach
- Defining the Solution Scope and Business Case

Section 7: Requirements Analysis

- Organizing and Prioritizing Requirements
- Specifying and Modeling Requirements
- Business Process Modeling using simple BPMN
- AS-IS vs. TO-BE modeling
- Determining Assumptions and Constraints
- Verifying and Validating Requirements

Section 8: Solution Assessment and Validation

- Assessing and Validating the Proposed Solution
- Determining Organizational Readiness
- Allocating Requirements
- Defining Transition Requirements
- Evaluating Solution Performance
- Importance and challenges of user acceptance testing

Section 9: Underlying Competencies

- Developing your Interaction and Communication Skills
- Describe the behaviors, knowledge and qualities that support the practice of Business Analysis
- Review the general competencies of a Business Analyst

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Section 10: Business Analysis Techniques

- Review the various techniques referenced in the Knowledge Areas of the BABOK Guide.
- Determine the appropriate technique to use

Section 11: Capstone Exercise

- Simulated project - This module requires participants to apply the skills they have learned by creating a requirements plan, identifying requirements elicitation strategies, creating user and supplementary requirements, analyzing and documenting requirements using several methods, creating a requirements package and presenting it.

Section 12: Workshop Wrap-up

- Review the techniques and knowledge areas discussed during the workshop.
- Evaluate workshop