ProTech Professional Technical Services, Inc.

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Business Analysis Overview

Course Summary

Description

Business Analysis Overview describes the role of the Business Analyst and examines many of the most common Business Analysis tools and practices. Participants are taught the nature of business analysis and the role of the BA; techniques used to define a proposed solution; stakeholder identification; and project requirements development, validation, and management. The importance of project Business Value optimization is emphasized throughout the class. The BA role in both waterfall and agile projects is discussed.

Objectives

By the end of this course, students will be able to:

- The value of Business Analysis
- Roles of the Business Analyst
- BA competencies
- Stakeholder identification and analysis
- Problem assessment and solution identification
- Types of requirements
- Planning the requirements engagement

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

Topics

- Introduction to Business Analysis
- The Business Analysis Professional
- Stakeholder Collaboration Skills
- Solution Definition
- Understanding Project Requirements
- Requirements Planning

- Requirements Elicitation
- Analyzing Requirements
- Documenting Requirements
- Managing Requirements
- Final Course Review

Audience

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

Prerequisite

This course assumes that participants have participated in some projects.

Duration

One day
7 CDUs/PDUs

Business Analysis Overview

Course Outline (vertical left margin)

Course Outline

I. Introduction to Business Analysis
  A. Nature of Business Analysis
  B. Roles of the Business Analyst
  C. Value of Business Analysis
  D. Business Analysis supports project success

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
  B. Stakeholder analysis

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

V. Understanding Project Requirements
  A. Waterfall and agile methodologies
  B. Definition of requirement
  C. Four requirement types
  D. The Vision and Scope Document
  E. SMART objectives
  F. Requirements Lifecycle
  G. Benefits of good requirements

VI. Requirements Planning
  A. Elements of planning
  B. Business Analysis Plan
  C. Benefits of planning
  D. BA – PM partnership

VII. Requirements Elicitation
  A. Requirements elicitation
  B. Elicitation techniques
  C. Asking good questions
  D. Choose the best elicitation technique

VIII. Analyzing Requirements
  A. Requirements analysis activities
  B. Requirements analysis models
  C. Review models with stakeholders

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

X. Managing Requirements
  A. Validation and Verification objectives
  B. 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 Course Review