

## **Business Analysis for I.T. Professionals (4 Days)**

### **Course Description:**

The business analyst role has evolved from that of a business procedures analyst to that of a business liaison between the non-technical user community and the technical solution providers. This course provides proactive, introductory coverage of the knowledge and skills essential to business analysts today and the foreseeable future.

**Duration:** 4 days (28 PDU's from PMI and 28 CDU's from the IIBA)

### **Who should attend:**

- ◆ New business analysts
- ◆ Experienced business analysts looking to update their skills and understanding of their role
- ◆ Project managers who incorporate business analysis roles in their projects
- ◆ Managers that have business analysts on their staff

### **What you will accomplish:**

- ◆ Describe the relation between projects and processes
- ◆ Describe three major project development methodologies
  - Waterfall, Rolling wave and Spiral
  - Understand Agile Methodologies
  - Compare the different development models
- ◆ Discuss the basics of enterprise analysis and its impact on project selection
- ◆ Learn the communications processes and how they can impact project requirements
- ◆ Determine each participant's communications style (BEST profile) and how that understanding can help in eliciting requirements
- ◆ Gather and document user requirements using the following techniques
  - Interviews
  - Collaborative sessions
  - Prototyping
  - Using the Work Breakdown Structure
  - Use case basics
  - Business process analysis
- ◆ Modeling the business
- ◆ Fundamentals of Process Modeling
- ◆ Requirements validation through Data Modeling
- ◆ Testing fundamentals and quality assurance

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|---|---|---|---|
| 1 | Overview  | 4 | Fundamentals of testing   |
|   | 1.1 BA Responsibilities                                       |   | 4.1 Testing strategy  |
|   | 1.2 Compare SDLC's  |   | 4.2 Ensure project quality and quality of the product               |
|   | 1.3 Communications  |   | 4.3 Test scripts  |
|   | 1.3.1 Information distribution                                |   |   |
|   | 1.3.2 Communications styles                                   | 5 | Templates   |
| 2 | Requirements Gathering  |   | 5.1 Software/Product Requirements Outline                           |
|   | 2.1 Levels of requirements on a project                       |   | 5.2 Use Case Template   |
|   | 2.2 Identifying needs vs. wants                               |   | 5.3 Test Plan Template  |
|   | 2.3 The impact of the development methodology on requirements |   |   |
|   | 2.4 Techniques for gathering requirements                     | 6 | Practical Application Sessions                                      |
|   | 2.4.1 Interviewing and sample questions                       |   | 6.1 Discuss BA practices in your company                            |
|   | 2.4.2 Prototyping   |   | 6.2 Conduct a project with limited communications                   |
|   | 2.4.3 Use Cases   |   | 6.3 Determine your own Communication Style                          |
|   | 2.4.4 Collaborative Workshops                                 |   | 6.4 Interview a project sponsor and build a product                 |
|   | 2.4.5 Work Breakdown Structure                                |   | 6.5 Develop Use Cases and a Use Case Diagram                        |
|   | 2.4.6 Business Process Analysis                               |   | 6.6 Design and facilitate a Requirements-Gathering session          |
|   | 2.5 Ranking requirements                                      |   | 6.7 Gather requirements while developing a Work Breakdown Structure |
| 3 | Modeling  |   | 6.8 Create a Business Process model                                 |
|   | 3.1 Business Process Analysis                                 |   | 6.9 Develop a high-level Requirements Document                      |
|   | 3.1.1 Business Process Improvements (BPI)                     |   | 6.10 Develop an Entity Relationship Diagram                         |
|   | 3.1.2 Business Process Reengineering (BPR)                    |   | 6.11 Develop a Test Plan  |
|   | 3.2 Data Modeling   |   |   |
|   | 3.2.1 Fundamentals  |   |   |
|   | 3.2.2 Entity Relationship Diagrams                            |   |   |