

Business Analysis (PBA & CBAP)

BA200: Business Analysis for the IT Professional

Go beyond the BABOK to address the real challenges Business Analysts face in the workplace.

\$2,495.00

- 4 Days
- ☐ Promotional and package discounts may apply

Upcoming Dates

Course Description

With the continually changing business environment, the Business Analyst has become a critical project leader and business/technology consultant who help the organizations ensure they're investing in the most valuable projects. This 4 day course teaches the strategic and tactical roles of the Business Analysts and provides interactive coverage of the knowledge and skills necessary to master business analysis work. This course also covers the tasks and knowledge areas described in V3 of The Guide to the Business Analysis Body of Knowledge (BABOK) that will help prepare for the optional IIBA CBAP Certification Exam. This is not an exam preparation course.

Course Outline

1. Introduction

- The Business Analysts in the Organization
- Defining the role and tasks of a Business Analyst
- Defining the essential skills needed
- The relationship between projects and processes
- Creating and adopting formal business analysis
- Business Analysis through Life Cycles
- Grooming the Business Analyst

2. General Functions of Business Analyst

- Strategic Planning
- Enterprise Analysis
- Requirements Elicitation
- Requirements Analysis and Specification
- Requirements Documentation, Validation, and Management
- Business Solution Delivery, Operation, and Maintenance

3. Business Analysts Communication Skills

- Conducting a communication assessment
- Communicating with users and technical team
- Improve listening skills by decreasing common barriers to listening

- Improve ability to develop in-depth, detailed questions for business area experts
- Communicating upwards
- Workshop - Conduct an interview

4. Project Management

- Project Management methodologies and their relationship to the Business Analyst
- Learn which models are used in each methodology
- Waterfall
- Information Engineering
- RAD
- Iterative
- BPMN
- Object Oriented - UML
- Spiral/RUP
- Describe the role of the Project Manager and the importance of this position to project success
- Working with the PMO

5. Preparing for Requirements Analysis and Specification

- Introduction to Requirements Analysis
- Setting Up the Infrastructure
- Transitioning from Elicitation
- Preparing for Requirements Management
- Analyzing Scope
- Specifying Requirements

6. Conducting the Requirements Review

- Who participates
- The required steps
- How to conduct sessions
- The common challenges
- Conducting facilitated information gathering sessions
- Reviewing approaches to group decision making
- Managing group discussions, managing group participation and managing group conflict

7. Documenting Requirements

- Identifying and describing key project documents
- The importance to gathering and documenting business requirements
- Describing the relationships between the documents
- Describing the contribution of the Business Analyst for the documentation set

8. Process Modeling

- Explaining the importance of capturing the state of the business
- Identifying different modeling technologies related to business processes
- Creating Use Case Diagrams
- Creating Use Case Scenarios
- Understanding the interdependence between business rules and data modeling

9. Validating the Requirements

- Importance of Validation

- The primary objective of testing
- Verifying business requirements are complete by identifying test cases

10. Fundamentals of Testing

- Positioning testing within the overall process of Quality Management
- Defining and stating the goals of testing
- The principles of structured testing
- Using testing terms correctly
- Describing the stages of testing
- Creating a Testing Strategy document
- Creating a Test Case and Test Plan Template

11. Fundamentals of Object-Oriented Analysis

- The principles of Object-Oriented Analysis
- The impact of Object-Oriented Analysis on the role of the Business Analyst
- Communicating with System Analysts

12. The Evolving Role of the Business Analyst in Portfolio Management

- Architecting the Enterprise
- Determining the Business Solution
- Preparing the Decision Package
- Managing Projects for Value
- Evolving from Business Analyst to Business Strategist

13. The Business Analysts Toolbox

- The Business Analyst Maturity Model
- Selecting the Right Requirements Analysis Techniques
- Analysis Best Practices to Use at Work

Audience

This course is valuable for: New and practicing Business Analysts Project Managers System Analysts Product Managers Quality Managers

Prerequisites

Basic knowledge of business processes

What You Will Learn

After completing this course, attendees will be able to:

- Describe the relationship between projects and processes
- Detail the explanations of business analysis strategies, tasks and recommended techniques
- Define successful and less-than-successful project situations
- Review major project management methodologies related to software development
- Understand the principles and practices for effective requirements analysis and specification
- Model the business using business process analysis techniques
- Understand modeling techniques
- Learn the principles of Object Oriented Analysis
- Strategic Planning and Enterprise Analysis
- Develop successful test plans and procedures

- Learn the IIBA BABOK competencies to tasks and techniques.