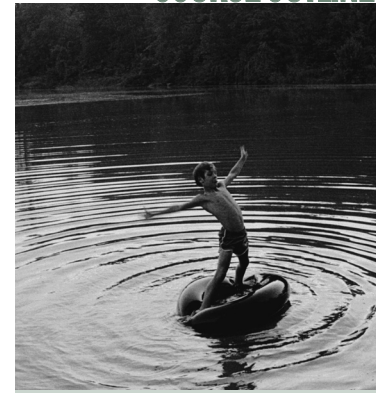


Business Analysis for Non Business Analysts

It has been said that the most pressing issue facing project teams is “what to build.” Business analyst or not, this is the challenge business users and the development teams face when requesting a change. This workshop provides a realistic and interactive overview of the business analysis role and its responsibilities by breaking the challenge down into three key questions: What is the problem? What is the solution? How can we implement it successfully? The workshop begins by providing students with an overview of the techniques within the Initiation and Analysis phases. Students also learn how to perform a “current state” analysis, and how best to interview users to elicit requirements about the “future state” solution. Participants then spend two days focusing in depth on the later phases of the project.



DURATION:
Traditional - 2 days.
Virtual - 16 hours.

CAPACITY: 20 people.

WHO SHOULD ATTEND: Those interested in learning more about the BA role and responsibilities.

PREREQUISITES: None

PDUs: 14 credits.

CDUs: 16 credits.

FEATURES

- Our facilitators bring real-world experience to every workshop.
- Participants will be led, not lectured, through a combination of presentations and hands-on exercises.
- Our workshops provide an experiential environment where participants can take risks and make adjustments based on their results before approaching large projects.
- Our workshop is consistent with the International Institute of Business Analysis' *Guide to the Business Analysis Body of Knowledge* (BABOK® Guide).

DISCOVER HOW TO

- Perform a current state analysis
- Write high quality requirements
- Produce traceability matrices
- Evaluate solution alternatives
- Use storyboards to illustrate the user interface
- Write test cases and perform user acceptance testing
- Perform an impact analysis of the solution
- Identify the tasks required to successfully implement the solution

COMPETENCIES

Business case development
Managing scope change
Requirements verification
Alternative solutions identification and evaluation
Solution usability
Quality assurance / requirements validation
Solution impact
Solution implementation

OUTLINE SUMMARY

Introduction

- Review the role of business analysts in the project life cycle, from initiation through to implementation

Initiation Phase

- Identify the scope of a project
- Produce a context model
- Begin traceability

Analysis Phase

- Discuss interviewing and questioning techniques
- Perform a high level current state analysis and produce a process model
- Review requirements “dos and don’ts”

The Fundamentals

- Identify the factors that a BA can influence to make the project a successful
- Discuss how to manage changing requirements
- Produce a traceability matrix
- Discuss how to measure success of a project and identify performance measures

Technical Design

- Provide a recommendation on design alternatives, both for the user interface and technical alternatives

Quality Assurance

- Review the various types of tests performed
- Discuss a “top down” process to creating test cases
- Produce test cases
- Run a simulated user acceptance testing session
- Determine whether the solution is ready to go live, based on the test results

Implementation

- Review the role a BA can play in the implementation phase of a project
- Perform an impact analysis
- Identify key implementation activities

Follow Through

- Review post implementation activities to ensure that the solution is successful
- Hold a solution “kick off” meeting to introduce the implementation to stakeholders and users

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