

Fast Start® in Business Analysis

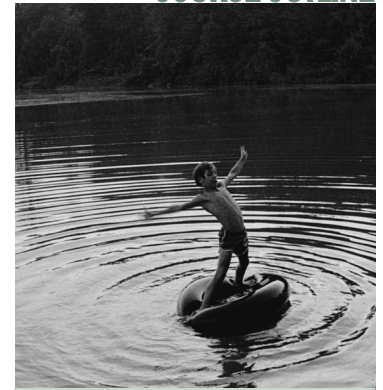
From enterprise analysis and scope definition to requirements determination and conceptual design, the Fast Start® in Business Analysis workshop gives analysts a thorough understanding of the entire Systems Development Life Cycle. Replete with both “hard” and “soft” skills, this three-day course builds a sound strategy for analyzing business processes and demonstrates how to apply concepts and practical techniques within the context of an experiential learning environment. Students emerge from this workshop with a solid foundation of business analysis thinking as well as a greater understanding that doing the right things is just as important as doing things right.

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

- Apply concepts and techniques applicable to any tool or methodology.
- Diagnose business process problems and present possible solutions from findings.
- Comprehend the “big picture” and the consequence of decisions.
- Understand how business analysis thinking can help management.
- Collect, document, and organize information.
- Identify and document issues through analysis and interviews.
- Document requirements.
- Develop communication skills by delivering a standup presentation.



DURATION:
Traditional - 3 days.
Virtual - 24 hours.

CAPACITY: 20 people.

WHO SHOULD ATTEND: those who need to learn practical systems thinking: business systems analysts, managers, information technology (IT) professionals, or other business professionals.

PREREQUISITES: none.

PDU: 24 credits

CDU: 24 credits

COMPETENCIES

Enterprise Analysis

- Define Business Needs
- Determine Solution Approach
- Define Solutions Scope
- Define Business Case

Business Analysis Planning and Monitoring

- Conduct Stakeholder Analysis
- Plan Business Analysis Approach
- Plan Business Analysis Activities

Elicitation

- Prepare for Elicitation
- Conduct Elicitation Activities
- Document Elicitation Results
- Confirm Elicitation Results

Requirements Management and Communication

- Manage Solution Scope and Requirements
- Communicate Requirements

Requirements Analysis

- Organize Requirements
- Specify and Model Requirements
- Define Assumptions and Constraints
- Verify Requirements
- Validate Requirements

Solution Assessment and Validation

- Assess Proposed Solution
- Assess Organizational Readiness

Underlying Competencies

- Analytical Thinking and Problem Solving
- Business Knowledge
- Communication Skills
- Interaction Skills

Techniques

- Document Analysis
- Interviewing
- Process Modeling
- Scope Modeling

OUTLINE SUMMARY

Introduction

- Define Business Analysis and what it means in today’s environment
- Recognize the System Development Life Cycle and various approaches

Enterprise Analysis

- Define Enterprise Analysis and state its purpose
- Identify the types and sources of information useful in this level of analysis

Defining the Scope

- Define the current issues and future benefits of the new system
- Identify the functional areas and stakeholders impacted by the issues
- Define the preliminary project scope and objectives

Procedure Analysis

- Define key terms important to procedure analysis
- Analyze a written procedure and associated forms and reports
- Discuss key components and the importance of process modeling
- Create an activity diagram also known as a swim lane diagram
- Decompose activities into further details using a process script

Stakeholder Interviews

- Recognize the importance of stakeholder involvement
- Understand the best techniques for preparing and holding an interview
- Discuss various questioning and listening techniques
- Learn how to recognize and capture stakeholder requirements
- Experience interviewing key stakeholders

Requirements, Assumptions, Constraints

- Define effective requirements practices, and SMART requirements attributes
- Identify stakeholder, functional and non-functional requirements
- Define and identify assumptions and constraints which will impact the project

Defining a Solution

- Manage the project scope boundaries and change while defining a solution
- Understand system improvement vs. system redesign
- Consider the impact of the solution

Solution Implementation Planning

- Recognize the tasks that must be done to implement the proposed solution
- Estimate time and resources for the implementation

Management Presentation

- Organize the appropriate deliverables into a quality decision package presentation
- Practice professional communication to a management committee



Get to the Heart of the Matter.sm