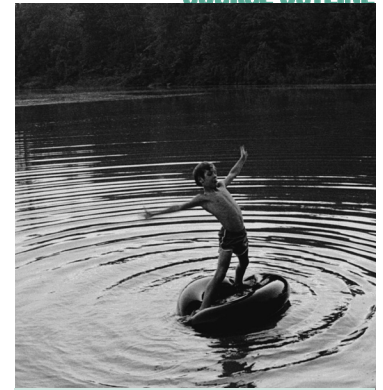# Fast Start® in Business Analysis

From strategy 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.

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.

PDUs: 24 credits

CDUs: 24 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

- 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.

COMPETENCIES

Business Analysis Planning and Monitoring
- Plan Business Analysis Approach
- Plan Stakeholder Engagement
- Plan Business Analysis Governance
- Plan Business Analysis Information Management

Elicitation & Collaboration
- Prepare for Elicitation
- Conduct Elicitation
- Confirm Elicitation Results
- Communicate Business Analysis Information
- Manage Stakeholder Collaboration

Requirements Life Cycle Management
- Trace Requirements
- Maintain Requirements
- Prioritize Requirements
- Assess Requirements Changes
- Approve Requirements

Strategy Analysis
- Analyze Current State
- Define Future State
- Assess Risk

Requirements Analysis & Design Definition
- Specify & Model Requirements
- Verify Requirements
- Validate Requirements
- Define Design Options
- Analyze Potential Value & Recommend Solution Value

Solution Evaluation
- Measure Solution Performance
- Analyze Performance Measures
- Assess Solution Limitations
- Assess Enterprise Limitations
- Recommend Actions to Increase Solution

Underlying Competencies
- Analytical Thinking & Problem Solving
- Behavioral Characteristics
- Business Knowledge
- Communication Skills
- Interaction Skills
- Tools & Technology

OUTLINE SUMMARY

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

Strategy Analysis
- Define Strategy 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

Sys·tem·a·tion®

Get to the Heart of the Matter.®