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Business Analysis Fundamentals

A good Business Analyst is critical to project success. Business analysts today carry a significant responsibility as key change facilitators within organisations

Abstract

The role of the dedicated Business Analyst is a key success factor for any project. Too often the roles and responsibilities of the business analyst are confused with that of a subject matter expert and the project manager. It is important to separate the role from who is assigned to fulfil it, based on the nature and size of a project.

This course is aimed at helping individuals understand the fundamentals of business analysis, exploring key tools and techniques in a practical and results focused manner

Who should attend

Business analysts who are new to the role, are developing their skills, or who are experienced and would like a more formal framework. Managers and team leads seeking a business analysis focus, project managers who want to develop business analysis skills

Syllabus

The Role of the Business Analyst

- We look at where the Business Analyst fits within an organization today and what the role and responsibilities are

Business Analysis and the Project Lifecycle

- An overview of the project lifecycle and the responsibilities of the Business Analyst in each phase

Requirements

- We look at what requirements are, why they are important and how to determine them. Defining requirements at high and low level. The difference between requirements and solutions. Why end-to end thinking must be applied. Examines the complexities of modern business systems and processes

Interviewing

- The different user perceptions of interviewing. How to interview different types of user and how to gather important information

Objectives

- Build appreciation of the importance of business analysis
- Provide familiarity with current business analysis principles
- Develop business analysis skills
- Allow participants to learn about best practice methods for requirements determination and analysis
- Allow participants to learn interviewing methods and apply these methods and skills in case studies
- Obtain a framework of business analysis

Pre-requisites

Course assumes no existing Business Analysis knowledge or experience. It is a general BA course, non-IT specific

Defining the Solution

- How to define a solution that meets the requirements, techniques of brainstorming and problem solving

Financial Analysis and the Business Case

- Identifying costs and benefits, obtaining financial indicators and producing a business case

Process Modelling

- Why and when to use process models. How to draw business process maps and functional decompositions

Testing, Training and Implementation

- What is needed to successfully deliver to the needs of the Business. Examines what is required to successfully conduct testing, training and implementation

Course Length: 2 days
Course Code: BAAPMC2
PDU: 14

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