Business Analyst Fundamentals

Course Specifications

Course length: 3.0 day(s)

Course Content

Lesson 1: Introduction
1.1 What is the Business Analysis Body of Knowledge?
1.2 What is Business Analysis?
1.3 Key Concepts
1.4 Knowledge Areas
1.5 Tasks
1.6 Techniques
1.7 Underlying Competencies
1.8 Other Sources of Business Analysis Information

Lesson 2: Business Analysis Planning & Monitoring
2.1 Plan Business Analysis Approach
2.2 Conduct Stakeholder Analysis
2.3 Plan Business Analysis Activities
2.4 Plan Business Analysis Communication
2.5 Plan Requirements Management Process
2.6 Manage Business Analysis Performance

Lesson 3: Elicitation
3.1 Prepare for Elicitation
3.2 Conduct Elicitation Activity
3.3 Document Elicitation Results
3.4 Confirm Elicitation Results

Lesson 4: Requirements Management & Communication
4.1 Manage Solution Scope & Requirements
4.2 Manage Requirements Traceability
4.3 Maintain Requirements for Re-use
4.4 Prepare Requirements Package
4.5 Communicate Requirements

Lesson 5: Enterprise Analysis
5.1 Define Business Need
5.2 Assess Capability Gaps
5.3 Determine Solution Approach
5.4 Define Solution Scope
5.5 Define Business Case

Lesson 6: Requirements Analysis
6.1 Prioritize Requirements
6.2 Organize Requirements
6.3 Specify and Model Requirements
6.4 Define Assumptions and Constraints
6.5 Verify Requirements
6.6 Validate Requirements

Lesson 7: Solution Assessment & Validation
7.1 Assess Proposed Solution
7.2 Allocate Requirements
7.3 Assess Organizational Readiness
7.4 Define Transition Requirements
7.5 Validate Solution
7.6 Evaluate Solution Performance

Lesson 8: Underlying Competencies
8.1 Analytical Thinking and Problem Solving
8.2 Behavioral Characteristics
8.3 Business Knowledge
8.4 Communication Skills
8.5 Interaction Skills
8.6 Software Applications

Lesson 9: Techniques

9.1 Acceptance and Evaluation Criteria Definition

9.2 Benchmarking

9.3 Brainstorming

9.4 Business Rules Analysis

9.5 Data Dictionary and Glossary

9.6 Data Flow Diagrams

9.7 Data Modeling

9.8 Decision Analysis

9.9 Document Analysis

9.10 Estimation

9.11 Focus Groups

9.12 Functional Decomposition

9.13 Interface Analysis

9.14 Interviews

9.15 Lessons Learned Process

9.16 Metrics and Key Performance Indicators

9.17 Non-functional Requirements Analysis

9.18 Observation

9.19 Organization Modeling

9.20 Problem Tracking

9.21 Process Modeling

9.22 Prototyping

9.23 Requirements Workshops

9.24 Risk Analysis

9.25 Root Cause Analysis

9.26 Scenarios and Use Cases

9.27 Scope Modeling

9.28 Sequence Diagrams

9.29 State Diagrams

9.30 Structured Walkthrough

9.31 Survey/Questionnaire

9.32 SWOT Analysis

9.33 User Stories

9.34 Vendor Assessment