IT156-3D:

Business Analysis Essentials

Training Description:

This boot training course will help participants to gain the foundational skills to perform the role of a business analyst (BA) in both waterfall and agile environments. Participants will learn how to plan business analysis activities; as well as the basics of eliciting, analyzing, modeling, and writing requirements. Learn how to verify and validate product requirements, gain approval, and manage the requirements through the life cycle of the project. Understand the BA role in the design, development, and testing phases of a project. Gain new perspectives through hands-on, interactive group activities led by subject matter experts. Enhance your experience through videos, discussions, and reflections. Get tools, templates, and samples to continue your learning and practice after class.

This training course is aligned to the requirements management and business analysis principles outlined by the International Institute of Business Analysis (IIBA®) and Project Management Institute (PMI)®.

This virtual online training course presents a practical approach to strategic thinking, leadership and project management, with a balanced mix between strategic decision making and execution issues and a specific emphasis on applications in projects.

Training Objectives:

By the end of the training, participants will be able to:
- ✓ Role and importance of the BA
- ✓ Vocabulary standards and business analysis practices through the use of the IIBA A Guide to the Business Analysis Body of Knowledge (BABOK Guide)
- ✓ Plan BA requirements activities
- ✓ Elicit requirements from stakeholders, with an emphasis on interviews
- ✓ Analyze stated requirements, with an overview of modeling techniques
- ✓ Document requirements for different types of projects
- ✓ Verify and validate requirements
- ✓ Elements of requirements management and communication and the BA's role in them
- ✓ Elements of solution verification and validation and possible BA roles
- ✓ Enterprise analysis: choosing appropriate projects
- ✓ Necessary competencies and best practices of BAs
- ✓ Waterfall, incremental, and agile lifecycles and how they change BA practices

Hands-On Exercises
- ✓ Identify Business Analysis Concepts and Activities in Your Organization
- ✓ Review a Vision and Scope Document
- ✓ Plan Requirements Activities for a Project
- ✓ Conduct an Interview
- ✓ Choose Elicitation Techniques
- ✓ Analyze a Location Model
- ✓ Analyze a Workflow Model
- ✓ Analyze a Use Case Model
- ✓ Analyze a CRUD Matrix
- ✓ Identify Models that Answer Key Questions
- ✓ Review a Requirements Document

✓ Determine the Impact of a Proposed Change to a Requirements Set
✓ Write a Test Case Using a Use Case
✓ Walk Through the Steps of Enterprise Analysis for a Project
✓ Develop a Personal Action Plan to Improve Your BA Skills or Environment

Training Designed for:

This intensive course is intended for Systems, business, and requirements analysts, Developers, Software engineers, IT project managers, Project managers who supervise business analysts and are responsible for business analysis activities, project analysts, project leaders, senior project managers, team leaders, program managers, testers, and QA specialists.

Training Requirement:

"**Hands-on practical sessions, equipment** and **software** will be applied during the course if required and as per the client's request." **Practical sessions** will be organized during the course for participants to practice the theory learnt.

Please note that the below **topics can be amended as per client's learning needs and objectives**. Further, it should be forwarded to us a month prior to the course dates.

Training Program:

THREE DAYS:

❖ PRE-TEST
❖ **Introduction to Business Analysis**
  ● What Is Business Analysis?
  ● Role of the Business Analyst
  ● Core BA Skills
  ● BA Certifications
❖ **Project Definition and Planning**
  ● Pre-Project Activities
  ● Vision and Scope Document
  ● Stakeholders
  ● Requirements
  ● Business Analysis Plan
❖ **Requirements Elicitation**
  ● What Is Elicitation?
  ● Elicitation Techniques
  ● Selecting the Right Elicitation Technique
❖ **Requirements Analysis**
  ● What Is a Model?
  ● Types of Models
  ● Requirements Prioritization

- ❖ Requirements Documentation and Management
  - Requirements and Design Documentation
  - Requirements Verification
  - Requirements Validation
  - Obtaining Approval of Requirements
  - Change Control
  - Reuse of Requirements
  - Requirements Communication
- ❖ BA Involvement in Design and Development
  - Role of the BA in Design and Development
  - Requirements Implementation and Design Assessment
- ❖ BA Involvement in Testing
  - Role of the BA in the Testing Phase
  - Test Plans
  - Test Cases
  - Acceptance Criteria in Agile
  - Solution Acceptance and Closeout
- ❖ Recap and Self-Assessment
- ❖ Hands-On Exercises
  1. Review the Vision and Scope Document
  2. Identify Stakeholders and Other Sources of Requirements
  3. Plan Business Analysis Activities
  4. Conduct an Interview
  5. Observe a Requirements Workshop
  6. Choose the Best Elicitation Technique
  7. Create a Swimlane Diagram
  8. Create a Use Case Diagram
  9. Analyze a Location Model
  10. Identify Missing Stakeholders Using an Organization Model
  11. Prioritize Requirements
  12. Critique Requirements
  13. Determine Impact of a Proposed Change
  14. Provide Input for Decision between Two Solutions
  15. Evaluate and Critique a Set of Test Cases
- ❖ Course Conclusion
- ❖ POST-TEST and EVALUATION

Training Certificate(s):

Internationally recognized certificate will be issued to each participant who completed the course.

Training Methodology:

This interactive virtual training course includes the following training methodologies as a percentage of the total tuition hours:-

- 30%   Lectures, Concepts, Role Play
- 70%   Workshops & Work Presentations, Techniques, Based on Case Studies & Practical Exercises, Software & General Discussions
- Pre and Post Test

Training Fees:

As per the course location - This rate includes participant's manual, hand-outs, buffet lunch, coffee/tea on arrival, morning & afternoon of each day.

Note: The 5% VAT (Value Added Tax), will be effective starting 01st of January 2018 as per the new regulation from the UAE Government. The VAT applies for all quotation both for local and abroad.

Training Timings:

Daily Timings:

07:45 - 08:00	Morning Coffee / Tea
08:00 - 10:00	First Session
10:00 - 10:20	Recess (Coffee/Tea/Snacks)
10:20 - 12:20	Second Session
12:20 - 13:30	Recess (Prayer Break & Lunch)
13:30 - 15:00	Last Session

For training registrations or in-house enquiries, please contact:
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Training & Career Development Department