Business Analysis Fundamentals - 2 Day

PDUs - 14

PMI's Talent Triangle Breakdown
Technical - 14.00

PMI's Certification Breakdown
PMP - 14.00
PMI-PBA - 14.00

Course Description: Business Analysis Fundamentals is a two-day course which will provide foundational skills in business analysis. Students will learn the basic roles of stakeholders and how to gather real requirements from each stakeholder; allow requirements gathering to influence the business case; and use communication techniques to strengthen stakeholder relationships throughout the entire project process. The course content was developed using A Guide to Business Analysis Body of Knowledge (BABOK®), 3rd edition (IIBA), Business Analysis for Practitioners (PMI), and other top Business Analysis resources.

Method of teaching: Students will use discussion, cases, and group activities to facilitate the course.

Course Objectives:

Objective 1: Review an overview of business analysis
  • Discuss the history of business analysis
  • Show the Business Analysis Overview Process
  • List BABOK®’s knowledge areas
  • Define key terms used in business analysis
  • Examine the Business Analysis approach
  • Define the business analyst role
  • Define business analyst competencies
  • Examine the Business Analysis tiers

Objective 2: Create a Business Analysis Plan
  • Examine the Business Analysis Planning Process

Objective 3: Identify stakeholders and their roles
  • List requirements interview questions
  • Define active listening

Objective 4: Analyze the Requirements
  • Examine requirements elicitation
  • Explain the Feasibility Study
  • Examine product and project scope

(Continued on next page)
Objective 5: Uncover and Analyze Needs
• Compare Needs and Requirements
• Design a Root Cause Analysis
• Create the Business Case
• Manage and Enforce the Scope
• Define the Scope

Objective 6: Define and Manage Requirements
• Compare Functional and Supplemental requirements
• Examine types of requirements
• Define and detail requirements management
• Review guidelines for writing requirements

Objective 7: Examine Project Life Cycle Models
• Define and model approaches including waterfall, vee, agile, rad, legacy, prototype, evolutionary, and spiral

Objective 8: Create Tools to Use
• Examine the Zachman Framework for Understanding Organizations
• Summarize Business Drivers

Objective 9: Choose the Right Analysis Techniques
• Analyze models for requirement analysis
• Discuss estimation techniques

Objective 10: Validate and Verify Solutions
• Define and detail solution assessment and validation
• Discuss validation techniques
• Discover techniques for managing requirements traceability

Objective 11: Moving from Planning to Implementation
• Prepare requirements package
• Examine transitioning

Objective 12: Examine Communication in Business Analysis
• Discover the Business Analyst’s role
• Examine Business Analysis in an Agile methodology