

# Business Analysis Fundamentals

*PDU's - 14*  
*CEUs - 1.4*

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

**PMI's Talent Triangle Breakdown**  
Technical - 14.00

**Course Description:** *Business Analysis Fundamentals* is a 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 learn tips, techniques and processes through webinars, which can be accessed 24/7 and completed at their own pace. Remember, though, that you must complete the course within 60 days.

## **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

### **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