



Creating a Business Analysis Capability



"Not all organizations have the luxury of dedicated business analysts, so creating a business analysis capability within your leadership team is very important." ~ Daniel Fay, PMI-PBA

The Business Analyst (BA) is the critical link between all business areas, projects, and a vital player to ensuring a long term vision and organizational success.

This includes identifying and analyzing potential projects, building, documenting, communicating, and managing requirements, and making sure that the final project product meets the requirements.

Throughout this program your team is guided to gain the foundational skills to perform the role of a business analyst in your organization and encouraged to discuss and share best practices that have a direct impact to your organization's business analysis capability.

Your Team Learns How To

- Plan business analysis activities;
- Elicit, analyze, model, and write effective requirements
- Verify and validate product requirements,
- Manage requirements through the product life cycle
- Communicate the BA role in the phases of a project.

This program 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 program is conducted on-site at your location with your team. This ensures that in-class we discuss and practice those concepts and methods specific to your organizational challenges, not just theory.

Who Needs to Attend

The Program is designed for your team members who are actively supporting business activities, including:

- Systems, business, and requirements analysts
- Developers, both within projects and operations
- Project team members
- Project managers responsible for business analysis
- QA specialists

This program is eligible for Professional Development Units (PDUs) credits towards participant's PMI (CAPM® and PMP®. PMI-PBA) certifications, as well as IIBA's CBAP certification.

Program Roadmap to Success

The Program is twelve half-day learning modules, ideally conducted on a monthly basis

Session 1. Introduction to Business Analysis

Learn about the BABOK International Standard's definition of Business Analysis and the role of the BA

Session 2 – Enterprise Analysis Business Case

Review the BA's role in creating the business case to support the investment of cash and resources in an activity

Session 3 - Requirements Planning

Learn about the BA's role in creating a Vision and Scope Document and the Business Analysis Plan

Session 4 - Requirements Elicitation

Create Best Practices in the iterative approach and various techniques to obtain information from key stakeholders

Session 5 - Requirements Analysis

Reinforce the need to prioritize and model requirements, ensuring the ability to verify the product and validate the needs

Session 6 - Modelling Techniques

Practice modelling techniques, learn BA terminology, ensuring both the current and future states are known

Session 7 - Requirements Documentation

Learn to create a usable and comprehensive requirements documentation suite

Session 8 - Requirements Management

Establish a long-term management approach to managing requirements throughout the project life cycle through to decommissioning

Session 9 - Solution Validation and Acceptance

Confirm the role of the BA within a test team, verification, and validation. This includes non-testing methods

Session 10 - The BA's Role in Enterprise Analysis

Upon completion of the business activity, the BA retakes an ownership role of the deliverable and customer satisfaction

Session 11 – Competencies and Best Practices

The BA requires many competencies to perform their tasks, including general management, communications and leadership skills

Session 12 – BA Fundamentals Application

A case study is used to practice the program material and provides a pulling together of the concepts for immediate application on the job