BUSINESS ANALYSIS ESSENTIALS

A Corporate Training Program leading to an
Algonquin College Certificate in Business Analysis Essentials

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An Algonquin College Certificate Program

PROGRAM OVERVIEW

Business Analysis Essentials offers participants a comprehensive, hands-on training program which delivers the core knowledge and skills required to succeed in the field of business analysis today. Developed in consultation with leading subject matter experts, BA Essentials includes industry expertise and best practices that bring to life *A Guide to the Business Analysis Body of Knowledge®(BABOK® Guide)*, providing a well-rounded training program for Business Analysts and others who want to enter this growing field. Complete the series of 7 courses to earn an Algonquin College Certificate in Business Analysis Essentials. Alternatively, select only those courses which meet your specific needs.

FUNDAMENTALS OF BUSINESS ANALYSIS

This interactive workshop provides an introduction to the discipline of business analysis, including: opportunity analysis, business case development, requirements elicitation, visual modeling and requirements management techniques to ensure the solution meets the business need. In this first course, each participant is provided with a soft copy of *A Guide to the Business Analysis Body of Knowledge® (BABOK® Guide)*.

Topics

- Outline the tasks, techniques, roles and responsibilities of business analysis.
- Explain the characteristics of business, stakeholder, solution and transition requirements and business rules.
- Analyze alternate solution approaches.
- Define solution scope and analyze a business case.
- Explore a variety of elicitation and modeling techniques.
- Ensure the alignment of a solution to a defined business outcome.

PD hours: 14 (2 days)

ACCELERATED REQUIREMENTS ELICITATION AND ANALYSIS

Speed up the cycle of requirements elicitation, analysis, documentation, communication and validation with team-based collaborative techniques using visual models. Get better requirements, faster.

Topics

- Explain how to use an electronic repository to improve communication with stakeholders.
- Use a combination of visual models to capture and represent different perspectives.
- Coordinate a team of people to build models and analyze requirements concurrently.
- Create a simple use case diagram and write use case descriptions.
- Build context diagrams, wireframes and a storyboard.
- Develop data models and a simple UML class model.
- Build a state diagram and business rules decision table.

PD hours: 24 (3 days)

FACILITATION TECHNIQUES FOR BUSINESS ANALYSTS

A requirements workshop is a great way for a team to collaborate, define and validate requirements. In this interactive workshop, you will practise facilitation techniques to manage group dynamics and help the team perform at its best.

Topics

- Design and plan a requirements workshop.
- Moderate discussions among participants.
- Control the agenda ensuring that group objectives are achieved.
- Apply and promote active listening skills and lead a group to a consensus.
- Positively address dysfunctional group behaviour.
- Elicit, model and validate requirements while managing the group dynamics.

PD hours: 16 (2 days)

KEY BENEFITS AND FEATURES

- A modular format allows individuals to enrol in a single course or register for the entire program.

- Courses are aligned with International Institute of Business Analysis (IIBA®) *A Guide to the Business Analysis Body of Knowledge® (BABOK® Guide)*.

- Practical exercises and case study work allows you ample time to apply principles and best practices.

- Each course contains an assessment component allowing you to test your knowledge level as you proceed through the program.

- Algonquin College is an Endorsed Education Provider™ (EEP™) of IIBA®. Courses in the program are eligible for Professional Development hours (PD Hours) for certification and Continuing Development Units (CDUs) for recertification.

MODELING BUSINESS PROCESSES AND WORKFLOWS

Explore the key elements of a business process including governance, metrics, strategic alignment, modeling of roles, activities and sequences, and inputs and outputs. Examine different modeling notations including flowcharting with Swimlanes, Unified Modeling Language activity diagrams and Business Process Modeling Notation.

Topics

- Process modeling and workflow modeling.
- Create process and workflow diagrams using a variety of notations.
- Apply process and workflow modeling principles.
- Describe how to establish process governance.
- Align processes with the enterprise architecture.

PD hours: 24 (3 days)

USE CASE MODELING

Use cases were originally conceived to help capture and organize requirements for software systems, but they have proven to be useful for so much more. In this course, learn how to apply use cases in feasibility studies, business cases, Requests for Proposal, and more.

Topics

- Apply different use case models for different audience levels.
- Write use case descriptions and apply use cases in a variety of business analysis initiatives, including Agile software development.
- Analyze use cases to identify and define solution requirements.
- Validate the use cases with various stakeholders.
- Identify test cases from use cases.

PD hours: 16 (2 days)

VALIDATING AND TESTING REQUIREMENTS

The challenge of business analysis is gathering the right requirements and making sure that the solution really meets the business need. In this workshop, you will experiment with requirements verification and validation methods, and you will plan user acceptance testing for a project. In this workshop, you will learn traceability and scope control techniques.

Topics

- Verify that requirements are defined correctly.
- Validate requirements with different stakeholder groups.
- Explore different kinds and levels of testing.
- Experiment with test-driven development.
- Plan and manage user acceptance testing (UAT).

PD hours: 16 (2 days)

BUSINESS ANALYSIS IN AN AGILE ENVIRONMENT

Business analysis professionals frequently find themselves on Agile development teams only to discover that many of the tools and techniques no longer work effectively. Agile Scrum is an incremental, iterative framework for project management and software development in which requirements and solutions evolve through collaboration between self-organizing cross-functional teams.

Topics

- Plan, manage and close requirements for a software development project in reduced time.
- Minimize project uncertainty by applying Agile principles through the Scrum method.
- Ensure the project delivers required functionality and adds business value.
- Create an adaptable environment of self-management for the software development team.
- Apply Agile software by measuring and evaluating progress of projects.

PD hours: 16 (2 days)

Business Analysis Essentials courses are delivered as virtual instructor-led classes (via MS Teams or Zoom), or they can be delivered to a group at your location or our Training Centre located at 700 Sussex Drive, Ottawa.

Courses in the program include:

- Fundamentals of Business Analysis
- Accelerated Requirements Elicitation and Analysis
- Facilitation Techniques for Business Analysis
- Modeling Business Processes and Workflows
- Use Case Modeling
- Validating and Testing Requirements
- Business Analysis in an Agile Environment

Learning for Performance™
Algonquin College Corporate Training
700 Sussex Dr., 2nd Floor
Ottawa, Ontario KIN 1K4
Email: training@algonquincollege.com
Phone: 613.727.7729
algonquincollege.com/corporate

"Great material and concepts were presented in a clear and engaging manner. Definitely recommend this course to others in the business analysis field."

Daniela-Elena D.