

BAE1

## Fundamentals of Business Analysis

**2 Days**

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The Business Analysis Essentials program gives you practical, hands-on experience applying the best practices of business analysis: enterprise analysis, business analysis planning and monitoring, elicitation, requirements analysis, requirements management and communication, and solution assessment and validation.

### LEARNING OBJECTIVES

The discipline of business analysis is maturing and evolving. In this foundation course of the Business Analysis Essentials program, participants learn current best practices of business analysis, starting with identifying and understanding a problem or opportunity, through situation analysis, scope modeling, requirements elicitation and analysis, supporting the solution delivery team and validating that the solution actually meets the business need and delivers value to the organization. A thorough mix of case study work, group discussions and exercises contribute to a comprehensive learning experience.

#### **At the end of this course, you will be able to:**

- Define business outcomes, conduct a situation analysis, and define the scope of a solution
- Apply effective elicitation and analysis techniques to apply to different classes of requirements in different situations

### WHO SHOULD ATTEND

- Experienced business analysts looking for a solid foundation and more formal approach
- Those new to the discipline of business analysis
- IT-business analysts looking to expand their capabilities to include process improvement projects, business re-engineering, feasibility studies, business case development, traditional and Agile software development projects, and ERP implementations
- Project managers who want to understand the value that business analysis can bring to a project
- Managers of business analysts looking for a foundation of best practices

## KEY TOPICS COVERED

- 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

## COURSE OUTLINE

### The Basics of Business Analysis

- Define the scope of business analysis
- Refer to A Guide to the Business Analysis Body of Knowledge (BABOK® Guide) and other key resources
- Explain what a business architecture really is

### Requirements

- Define the term requirement
- Recognize and apply different classes of requirements.

### Understand the Business Need

- Define goals, objectives and business value
- Identify alternative approaches to a problem or opportunity
- Analyze opportunities, problems and solutions

### Define the Scope of a Solution

- Identify and analyze the stakeholders
- Align a solution with the business need
- Apply use case diagramming and context diagramming to help define scope

### Elicit the Requirements

- Explore a variety of elicitation techniques
- Develop a plan for eliciting the requirements

### Analyze the Requirements

- Select the right requirements analysis artifacts for the project
- Conduct a structured requirements workshop to elicit steps of a use case
- Introduce a wide range of requirements modeling techniques

### Manage the Requirements

- Apply traceability to control scope
- Use a variety of prioritization techniques
- Apply best practices
- Validate that the requirements address the business need

### Explain the Value of Business Analysis

- Measure the business benefits
- Make the business case for business analysis in your organization

## ABOUT BA ESSENTIALS

- Each course in the program takes an experiential learning approach: more hands on work and one-on-one interaction rather than lecture, to allow you to build knowledge and skills.
- Our instructors are skilled business analysts with many years of experience in the field.
- Students successfully completing the 7 courses in three years will receive an Algonquin College certificate in Business Analysis Essentials.
- In this first course, each participant is provided with a soft copy of A Guide to the Business Analysis Body of Knowledge® (BABOK® Guide) v3. Value: \$55US

### Courses in the Business Analysis Essentials program include:

1. Fundamentals of Business Analysis
2. Accelerated Requirements Elicitation and Analysis
3. Facilitation Techniques for Business Analysts
4. Modeling Business Processes and Workflows
5. Use Case Modeling
6. Validating and Testing Requirements
7. Business Analysis in an Agile Environment

Most of the courses can be taken in or out of sequence to complete the full program, although we strongly recommend that you take the Fundamentals of Business Analysis course first, even if you are an experienced business analyst.

You can also take individual courses to fill knowledge and skills gaps.

*Algonquin College is an Endorsed Education Provider™ (EEP™) of IIBA®. Courses in the BA Essential program are eligible for Professional Development hours (PD hours) for certification and Continuing Development Units (CDUs) for recertification. This course is eligible for 14 PD Hours/ CDUs.*

*Algonquin College is a Global Registered Education Provider (R.E.P.) of the Project Management Institute. Courses in the BA Essentials program are eligible for PMI® Professional Development Units (PDUs). This course is eligible for: 14 PMP® Technical PDUs or 14 PMI-Professional in Business Analysis (PMI-PBA)® PDUs.*

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## HOW TO REGISTER

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