

## **Advanced Business Analysis**

**Including BCS Business Analysis Practice,  
Modelling Business Processes  
and Foundation Certificate in Business Analysis**

### **Introduction**

The 5 day Advanced Business Analysis course is designed to be taken following our Fundamentals of Business Analysis course. It covers the remaining parts of the syllabus for the BCS certificates in Business Analysis Practice, Modelling Business Processes and the Foundation Certificate in Business Analysis. Exams for these three certificates are taken during the course. **This course has a high intensity level and is exam focussed. Delegates are required to complete at least 8-10 hours pre-reading before attending this course.**

This course is only available to those people who have attended our 5 day Fundamentals of Business Analysis course and have successfully passed the Requirements Engineering exam.

### **Target Audience**

This course is aimed at Business Analysts who want to take the remaining written certificates necessary to qualify for the Diploma in Business Analysis in the shortest time possible.

### **Approach**

This course builds on the knowledge gained through the Fundamentals or Requirements Engineering course and allows delegates to sit the remaining 3 BCS exams in Modelling Business Processes, Business Analysis Practice and the Foundation Certificate in Business Analysis.

The course is highly practical and delegates are encouraged to learn through group exercises including a detailed case study.

Delegates will be asked to do homework/self study during the course. Attendees should plan for around 2 hours of homework/self study on day 1, 3 and 4. This is intended to improve performance in each of the exams.

### **Instructors**

Our instructors are experienced Business Analysts rather than 'trained trainers'. They can therefore quote real-life examples as well as being able to confidently field delegates' questions that might relate to projects or scenarios outside the scope of the course.

## Course Objectives

By the end of the course the Business Analyst will be able to:

### Business Analysis Practice

- Describe how a business strategy is developed
- Use strategic analysis techniques
- Describe the need for project discipline
- Explain techniques to investigate an organisation's business systems
- Describe an approach to improving business systems
- Explain the importance of stakeholder management and use a stakeholder analysis technique
- Use techniques for the analysis and modelling of business systems
- Describe how recommendations for business improvement may be identified
- Describe the contents of a rigorous business case for the development and implementation of business changes
- Identify costs, benefits, impacts and risks for an option in a business case

### Modelling Business Processes

- Identify and model core business processes at an organisational level
- Identify and model business processes at the process level
- Identify the events that trigger the business processes
- Identify the outcomes from the business processes
- Model the actors, tasks and process flows that comprise a business process
- Analyse the tasks within a business process
- Identify the business rules applied within tasks
- Analyse the performance issues of individual tasks
- Identify the performance measures applied within a business process
- Analyse and improve business processes

### Foundation Certificate in Business Analysis

Demonstrate knowledge and understanding of business analysis principles and techniques. Key areas are:

- the role and competencies of a business analyst
- strategy analysis
- business system and business process modelling
- stakeholder analysis
- investigation and modelling techniques
- requirements engineering
- business case development
- management of business change

A copy of the full BCS syllabus for each certificate is available to download from our website.

### Course Pre-Reading

There is a compulsory reading list for this course which must be completed by all delegates prior to attending the course. This will be provided on booking and is also available to download from our website. It is based on a single BCS publication 'Business Analysis.'

As this is an intensive course, delegates should spend as much time as possible completing pre-reading before attending the course. Reading texts are not included as part of the course fee.

## **Examination Format**

The format for the Business Analysis Practice and Modelling Business Processes examinations is a one hour written (open book) examination based on a business scenario with 15 minutes reading time. Candidates have access to any written course material or books of their choosing during the exam. Candidates must achieve a 50% mark to pass the exam.

The format for the Foundation Certificate in Business Analysis examination is a one hour multiple-choice exam consisting of 40 questions. The exam is closed book (no materials can be taken into the examination room). Candidates need to achieve a minimum of 26 marks out of 40 to pass the exam.

## **Course Timetable**

### **Day 1**

Business Analysis Practice

### **Day 2**

Business Analysis Practice

Business Analysis Practice exam

### **Day 3**

Modelling Business Processes

### **Day 4**

Modelling Business Processes

Modelling Business Processes Exam

### **Day 5**

Foundation Certificate in Business Analysis

Foundation Certificate in Business Analysis exam