Introduction to Business Analysis

Introduction

This two day course gives an overview of the role of the Business Analyst and an introduction to the tools and techniques used to complete business analysis in order to facilitate change within an organisation.

Business Analysts are responsible for identifying change needs, assessing the impact of the change, capturing and documenting requirements and then ensuring that those requirements are delivered whilst supporting the business through the implementation process.

Target Audience

The course is suitable for those who:
- are expected to complete some Business Analysis work as part of their role, but may not be a full time Business Analyst
- have recently started working as a Business Analyst
- want to embark on a career as a Business Analyst

The course is also suited to anyone embarking on a career within IT or project management who requires an understanding of the Business Analyst role and the need for robust requirements.

The maximum number of delegates on each course is 10.

Approach

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

All attendees will receive a free set of electronic Business Analysis documentation templates.

Instructors

Our instructors are experienced Business Analysts rather than ‘training specialists’. 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 attendee will be able to:

- Understand and justify the role of the Business Analyst
- Describe the Business Analyst’s relationships with other business and IT stakeholders
- Understand the project lifecycle and the BA’s role within it (including how this is affected by approaches such as Agile)
- Understand the importance of project definition and scope
- Understand and apply the basic principles and rules of Business Analysis
- Understand and apply basic process modelling techniques (a short overview of BPMN is provided)
- Understand the different types of requirement and the need for requirements documentation
- Elicit and document functional and non-functional requirements
- Understand the basic competencies required to work as a BA and what employers will be looking for when recruiting Business Analysts
- Understand how to go about finding a position as a Business Analyst
- Decide whether Business Analysis is the right career for them
Course Duration

The course is split into a number of modules and the full course runs for 2 days. The intensity level of this course is ‘medium’. Each day runs from 09:30 to 16:30. Lunch is not provided.

Course Content

The course is split into a number of different modules. On-site clients may choose to exclude or extend certain sections if required. Please contact us for further information on tailoring this course.

Introduction to the BA Role

The Business Analyst Role
The competencies of a Business Analyst
Basic rules and principles of Business Analysis

Defining a Project

The components of a project
An overview of the project lifecycle
Impact of Agile on Business Analysts

Requirements Definition

Types of requirement
The importance of defining requirements at a high and low level of detail
Requirements problems

Beyond Requirements (Managing Delivery)

Getting from requirements to solutions
Supporting technical delivery
Supporting business delivery

Review

Revisits the key learning points
Advice on next steps for attendees

From 16.00 until 16.30 on the second day of the course the final ‘Working as a BA’ module below is covered. Those delegates who do not want to attend this module may leave at 4.00pm.

Working as a BA

What a BA’s CV should look like
Finding a job as a Business Analyst

Course Timetable

This is a 2-day course running 9:30 am to 4:30 pm. On-site clients may extend or reduce the length of each day or add in additional days where they would like to cover the subject matter in more detail.