

## SmartPro Learning & Consulting Solutions

### **Business Analyst Comprehensive Training Curriculum (Online Program)**

This curriculum covers the core areas of BA work, including the role, responsibilities, tools, techniques, documentation, soft skills, case studies, and interview preparation.

**Class Duration - 1 hour session Monday - Friday**

**Total Duration: Approx. 8 Weeks (40 Sessions)**

#### **Module 1: Introduction to Business Analysis (2 Weeks - 10 Sessions)**

Session 1-2 (2 hours): What is Business Analysis? - Definition, Importance, Benefits, Career Path in BA

Session 3-4 (2 hours): The Business Analyst Role: Responsibilities across SDLC, Types of Business Analysts, Working with Stakeholders

Session 5-6 (2 hours): Introduction to SDLC (Software Development Life Cycle) methodologies (Waterfall, Agile, Hybrid)

Session 7-8 (2 hours): Business Analysis Core Skills & Knowledge Areas (BABOK Guide by IIBA)

Session 9-10 (2 hours): Introduction to Business Analysis Tools (MS Visio, MS Word, Requirements Management Tools)

#### **Module 2: Requirements Gathering & Elicitation (1 Week - 5 Sessions)**

Session 11 (1 hour): Understanding Requirements - Functional vs. Non-Functional

Session 12-13 (2 hours): Techniques for Requirements Gathering (Interviews, Workshops, Document Reviews)

Session 14 (1 hour): User Experience (UX) Fundamentals for BAs

Session 15 (1 hour): Documenting Requirements - Use Cases, User Stories, SRS (Software Requirements Specification)

#### **Module 3: Requirements Analysis & Modeling (1 Week - 5 Sessions)**

Session 16 (1 hour): Requirements Analysis - Techniques, Prioritization, Traceability

Session 17-18 (2 hours): Data Modeling Fundamentals (Entity Relationship Diagrams - ERD)

Session 19-20 (2 hours): Process Modeling Fundamentals (Flowcharts, Swimlane Diagrams)

**Module 4: Requirements Management & Communication (1 Week - 5 Sessions)**

Session 21 (1 hour): Introduction to Requirements Management Tools

Session 22-23 (2 hours): Requirements Management Processes - Version Control, Change Management

Session 24 (1 hour): Effective Business Communication - Written & Verbal Skills

Session 25 (1 hour): Presentation Skills for Business Analysts

**Module 5: Design & Solution Validation (0.5 Week - 3 Sessions)**

Session 26 (1 hour): Understanding System Design - Interaction with Developers

Session 27 (1 hour): User Interface (UI) Prototyping Tools (Optional)

Session 28 (1 hour): User Acceptance Testing (UAT) - Planning & Execution

**Module 6: Soft Skills & Business Analyst Success (0.5 Week - 3 Sessions)**

Session 29 (1 hour): Essential Soft Skills for Business Analysts (Problem Solving, Negotiation, Critical Thinking)

Session 30 (1 hour): Business Analyst Ethics & Professionalism

Session 31 (1 hour): Time Management & Organizational Skills for BAs

**Module 7: Case Studies & Industry Applications (1 Week - 5 Sessions)**

Session 32-36 (5 hours): Real-world Business Analysis Case Studies (Explore cases from various industries)

**Module 8: Interview Preparation & Career Launch (1 Week - 4 Sessions)**

Session 37 (1 hour): Crafting a Compelling Business Analyst Resume

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Session 38 (1 hour): Common Business Analyst Interview Questions & Answers

Session 39 (1 hour): Mock Interview Session & Feedback

Session 40 (1 hour): Business Analyst Career Resources & Networking Strategies

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