

Business Analysis_Moderate Level

Course Outline

Duration– 20 hours

1. INTRODUCTION TO BUSINESS ANALYSIS

- IMPORTANCE OF EFFECTIVE BUSINESS ANALYSIS
- ROLE OF THE BA
- STANDARDIZATION AND ADAPTABILITY

2. REQUIREMENTS PLANNING

- ROLE OF THE BA IN REQUIREMENTS PLANNING
- VISION AND SCOPE DOCUMENT
- TYPES OF REQUIREMENTS
- STAKEHOLDERS
- BUSINESS ANALYSIS PLAN

3. REQUIREMENTS ELICITATION

- ROLE OF THE BA IN REQUIREMENTS ELICITATION
 - INVESTIGATIVE APPROACH
 - ITERATIVE APPROACH
- INTRODUCTION TO TECHNIQUES BELOW,
 - INTERVIEWS
 - FOCUS GROUPS
 - REQUIREMENTS WORKSHOP: REQUIREMENTS MEETING
 - REQUIREMENTS WORKSHOP: JAD SESSION
 - BRAINSTORMING
 - OBSERVATION
 - SURVEY
 - PROTOTYPE
 - DOCUMENT ANALYSIS
 - BUSINESS RULES ANALYSIS
 - REVERSE ENGINEERING
 - PRODUCT TRIALS

4. REQUIREMENTS ANALYSIS

- NEED FOR ANALYSIS
- USING ANALYSIS TO GET STAKEHOLDER FEEDBACK AND VERIFY AND VALIDATE DEVELOPING REQUIREMENTS
- VALUE OF MODELING TECHNIQUES IN ANALYSIS
- INTRODUCTION TO MODELING TECHNIQUES
 - ORGANIZATIONAL MODEL
 - USE CASE MODELS
 - DATA MODELS
- TYPES OF REQUIREMENTS

- **BUSINESS RULES ANALYSIS**
- **PRIORITIZING REQUIREMENTS**
- **VERIFYING AND VALIDATING REQUIREMENTS**

5. REQUIREMENTS DOCUMENTATION

- **FORMAL AND INFORMAL DOCUMENTATION AND THE, LEVEL OF DETAIL REQUIRED**
- **WRITING FOR USABILITY AND COMPREHENSION**
- **COMMON REQUIREMENTS DOCUMENT DEFECTS**
- **COMPONENTS OF A FORMAL REQUIREMENTS DOCUMENT**
- **REQUIREMENTS VERIFICATION AND VALIDATION**
- **REQUIREMENTS SIGN-OFF**

6. REQUIREMENTS MANAGEMENT AND COMMUNICATION

- **THROUGHOUT THE PROJECT AND TO DECOMMISSION**
- **CHANGE MANAGEMENT**
 - **DEFINE A BASELINE**
 - **DEFINE A CHANGE MANAGEMENT PROCESS**
 - **IDENTIFY THE CHANGE AUTHORITY**
- **TRACEABILITY AND ITS USES**
- **REQUIREMENTS ATTRIBUTES**
- **REQUIREMENTS COMMUNICATION**

7. SOLUTION VALIDATION AND ACCEPTANCE

- **TESTING AND NON-TESTING METHODS**
- **PURPOSES OF VALIDATION**
 - **FIND DEFECTS**
 - **PROVE COMPLIANCE TO REQUIREMENTS**
- **TEST CASES AND TEST SUITES**
- **CHALLENGES IN TESTING**
- **STRUCTURED TESTING**
- **ROLE OF THE BA IN SOLUTION VALIDATION: THE V MODEL**
- **SOLUTION ACCEPTANCE AND PROJECT CLOSE-OUT**

8. ENTERPRISE ANALYSIS (VERY MINIMAL)

- **DEFINITION AND CAUSES**
- **ROLE OF THE BA ON THE ENTERPRISE ANALYSIS TEAM**
- **STEPS IN ENTERPRISE ANALYSIS**
 - **DEFINE THE BUSINESS NEED**
 - **TECHNIQUES FOR ROOT CAUSE ANALYSIS**
 - **ASSESS CAPABILITY GAPS**
 - **SWOT ANALYSIS**
 - **DETERMINE THE SOLUTION APPROACH**
 - **DEFINE THE SOLUTION SCOPE**
 - **DEFINE THE BUSINESS CASE**
 - **CONTENTS OF BUSINESS CASE**

- **WHO DOES WHAT?: THE BA'S LIMITED ROLE IN DEVELOPING A BUSINESS CASE**

9. COMPETENCIES, BEST PRACTICES, AND LIFE CYCLE MODELS

- **COMPETENCY PROFICIENCY**
- **BA NECESSARY COMPETENCIES**
 - **ANALYTICAL THINKING AND PROBLEM SOLVING**
 - **BEHAVIORAL CHARACTERISTICS**
 - **BUSINESS KNOWLEDGE**
 - **COMMUNICATION SKILLS**
 - **INTERACTION SKILLS**
 - **SOFTWARE APPLICATION KNOWLEDGE**
- **BEST PRACTICES**
 - **USE ITERATIVE ANALYSIS**
 - **FOCUS ON PROCESS IMPROVEMENT**
 - **APPLY PROGRESSIVE ELABORATION**
 - **CHECK AS YOU GO**
 - **USE THE INVESTIGATIVE APPROACH**
 - **ADOPT TRACEABILITY**
 - **FORMALIZE BUSINESS ANALYSIS THROUGH STANDARDIZATION**
 - **IMPROVE COMMUNICATION THROUGH MODELING**
- **LIFE CYCLE MODELS**
 - **WATERFALL**
 - **INCREMENTAL**
 - **AGILE**
 - **EFFECTS ON BUSINESS ANALYSIS**

10. BA FUNDAMENTALS

- **COMMUNICATION SKILLS**
- **LEADERSHIP SKILLS**
- **PROBLEM-SOLVING SKILLS**
- **BUSINESS KNOWLEDGE**
- **IT KNOWLEDGE**

11. SOME EXERCISES AND CASE STUDIES