

Fast Start in Business Analysis

Vendor Course Code: FSBA

Course Length: 3 days

Overview:

A Bit About The Course

From enterprise analysis and scope definition to requirements determination and conceptual design, the Fast Start® in Business Analysis workshop gives analysts a thorough understanding of the entire Systems Development Life Cycle. Replete with both “hard” and “soft” skills, this three-day course builds a sound strategy for analysing business processes and demonstrates how to apply concepts and practical techniques within the context of an experiential learning environment. Students emerge from this workshop with a solid foundation of business analysis thinking as well as a greater understanding that doing the right things is just as important as doing things right.

Skills Gained:

Discover How To

- Apply concepts and techniques applicable to any tool or methodology.
- Diagnose business process problems and present possible solutions from findings.
- Comprehend the “big picture” and the consequence of decisions.
- Understand how business analysis thinking can help management.
- Collect, document, and organise information.
- Identify and document issues through analysis and interviews.
- Document requirements.
- Develop communication skills by delivering a stand-up presentation.

Competencies

- Enterprise Analysis
- Business Needs Definition
- Determine Solution Approach
- Solutions Scope Definition
- Business Case Definition
- Business Analysis Planning and Monitoring
- Elicitation
- Requirements Management and Communication
- Requirements Analysis
- Solution Assessment and Validation
- Assess Organisational Readiness
- Underlying Competencies
- Techniques

Credit Points

PDU: 21 credits

CDU: 21 credits

Key Topics:

Introduction

- Define Business Analysis and what it means in today’s environment
- Recognise the System Development Life Cycle and various approaches

Enterprise Analysis

- Define Enterprise Analysis and state its purpose
- Identify the types and sources of information useful in this level of analysis

Defining the Scope

- Define the current issues and future benefits of the new system
- Identify the functional areas and stakeholders impacted by the issues
- Define the preliminary project scope and objectives

Procedure Analysis

- Define key terms important to procedure analysis
- Analyse a written procedure and associated forms and reports
- Discuss key components and the importance of process modelling
- Create an activity diagram also known as a swim lane diagram
- Decompose activities into further details using a process script

Stakeholder Interviews

- Recognise the importance of stakeholder involvement
- Understand the best techniques for preparing and holding an interview
- Discuss various questioning and listening techniques
- Learn how to recognise and capture stakeholder requirements
- Experience interviewing key stakeholders

Requirements, Assumptions, Constraints

- Define effective requirements practices, and SMART requirements attributes
- Identify stakeholder, functional and non-functional requirements
- Define and identify assumptions and constraints which will impact the project

Defining a Solution

- Manage the project scope boundaries and change while defining a solution
- Understand system improvement vs. system redesign
- Consider the impact of the solution

Solution Implementation Planning

- Recognise the tasks that must be done to implement the proposed solution
- Estimate time and resources for the implementation

Management Presentation

- Organise the appropriate deliverables into a quality decision package presentation
- Practice professional communication to a management committee

Target Audience:**Who Should Attend**

Those who need to learn practical systems thinking: business systems analysts, managers, IT professionals, or other business professionals.

Prerequisites:

None.