



# Business Analysis Essentials

We have designed an inclusive 3-day introduction to business analysis (BA) that will equip you with all the basic skills for performing effective analysis.

You will learn valuable approaches to determine the business problem, root cause identification, solution definition strategy, business case preparation, requirements gathering and documentation, quality management and developing implementation timelines.

This course is consistent with the body of knowledge developed by the International Institute of Business Analysis (IIBA). It is also excellent preparation for the new Certified Business Analysis Professional (CBAP) professional designation.

Business Analysis Essentials is a prerequisite to the remainder of our Business Analysis Certificate program. Participants who attend 80 percent of the course and pass the final test will be awarded a Certificate of Completion.

## PARTICIPANT EVALUATIONS

"The course has served as an eye opener, and will be good in my activities in the office."

Agbuola Thomas, *ipNX Nigeria Limited*

"Very exciting! One of a few courses I've been on that wasn't boring or felt like time was dragging; my interest level was maintained throughout the course."

David Godwin, *Canada Revenue Agency*

## LEARNING OBJECTIVES

Participants will gain practical skills to:

- Identify and use business analysis steps and good habits.
- Decide suitability of deliverables for various analysis situations.
- Distinguish between business analysis and project management.
- Determine and document a business problem, root cause, and impact.
- Determine and evaluate viable solutions.
- Utilize basic cost/benefit analysis.
- Prepare and present a business case.
- Determine high-level requirements for implementation.
- Efficiently elicit requirements from a business.
- Use various methods for documenting and validating requirements.
- Differentiate between requirements and specifications.
- Implement quality planning and management, including approaches for testing requirements.

## WHO SHOULD ATTEND

The Business Analysis Essentials course is appropriate for individuals who are:

- Pursuing a career in BA as well as for business or Information Systems managers or staff who are new to business analysis.

- Experienced BAs requiring better understanding of the role, or desiring formal recognition through certification.
- Project staff or managers currently combining the BA role with other duties.
- Business staff or managers who are working in BA environments, needing to interact with project managers and business analysts.

## PREREQUISITE

There is no prerequisite for this course. It functions as a stand-alone course and also as an introduction to the Business Analysis Certificate Program.

## MATERIALS

You will receive a course binder containing copies of presentation slides, case studies, exercises and suggested solutions.

## WHAT YOU WILL LEARN

### Introduction

- What is BA and who is a Business Analyst?
- Distinguish between Business Analysis and project management
- Steps for performing BA work
- Overview of the main BA deliverables
- Good habits for BA
- New trends in BA

### The Business Problem

- Understanding the business
- What is the business problem?
- What is the impact of the problem on the company's objectives and goals?
- To which business process does this problem relate?
- Utilizing root cause analysis
- How to document and confirm the problem

### The Viable Solution

- Best practice methods for determining likely solutions to business problems
- Identifying likely solutions and boundaries
- Evaluating the options to determine the most viable solution
- Determining high-level requirements for the implementation of viable solution

### The Business Case

- What is a business case?
- Common approaches for preparing business case
- Developing the business case to present the viable solutions
- Cost/benefit analysis
- Presenting your business case
- Considerations by management

(see over)

