



The Comprehensive Business Analysis Seminar - Part 1

A major challenge of a Business Analyst is the ability to extract and document business requirements in plain business language and to get those business requirements translated into technical specifications. Another challenge that BAs often face involves the creation and implementation of business processes.

In this 4-day course you will learn specific business analysis tools and techniques. The use of templates will help you to quickly grasp the concepts. You also learn how to write more effectively, which leads to well-defined, clear, business documents. This course also focuses extensively on how to identify and develop metrics to complete your analysis and also covers some general business analysis skills such as documentation, facilitation, and methodology definition.

PARTICIPANT EVALUATIONS

"I loved this course! The concepts and techniques can be directly applied to the work I'm doing now and will greatly improve my performance as a business analyst. Thank you!"

Marie Eichenberger, *Accenture*

LEARNING OBJECTIVES

Participants will gain practical skills to:

- Identify the components of overall Requirements Management.
- Perform and document gap analysis.
- Perform and document stakeholder analysis.
- Create a Requirements Management Plan.
- Develop Business Process Models.
- Identify various ways to document requirements.
- Utilize a number of analysis techniques.
- Be able to implement and manage changes to requirements in a controlled way.

WHO SHOULD ATTEND

The Comprehensive Business Analysis Seminar – Part 1 course is suitable for individuals who are:

- Business Analysts.
- Business managers with six months experience working in business analysis environments.
- Project Managers, IS and IT managers, systems integrators, and management and technology consultants.

PREREQUISITE

- 3-day Business Analysis Essentials (or its equivalent)

MATERIALS

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

WHAT YOU WILL LEARN

The Big Picture

- What is business analysis and who is a BA?
- Understand the project lifecycle
- What is requirements planning & management?
- The overall requirements management process

Enterprise Analysis

- Understand the components of enterprise analysis
- Understand the BA activities and deliverables

Gap Analysis

- Three types of gap analysis and when to use them
- How to create a gap analysis

Scope and Stakeholder Analysis

- What are scope analysis and stakeholder analysis
- The relationship between scope analysis and stakeholder analysis, and how they fit into the big picture
- Why we analyze scope and stakeholders
- How to analyze scope and stakeholders

Requirements Planning

- Recognize the importance of planning for business analysis
- Apply the work breakdown structure technique
- Apply estimating techniques
- Create work package plans
- Develop the components of an effective Requirements Management Plan
- Understand the Gate Principle Methodology

Requirements Gathering

- Identify different types of requirements
- Describe the difference between high-level and detailed requirements
- Describe different elicitation techniques
- Understand questioning techniques
- Inspect documents for attributes of a good requirement
- Plan and execute/participate an elicitation workshop


Business Process Modeling

- What is Business Process Modeling (BPM)
- When to use BPM as a requirements gathering technique
- Describe various BPM methods
- Understand "as is" BPM modeling using IDEF0
- Create "to be" processes

Introduction to Techniques

- Describe techniques for documenting requirements
- Identify the advantages and limitations of each of the techniques
- Determine when to use each of the technique

(see over)



Analyzing Requirements

- Describe the steps to effectively analyze requirements
- How to draw a simple dataflow diagram
- Categorizing requirements
- Requirements conflict resolution
- Prioritizing requirements

Requirements Communication

- Understand why communication is important
- The components of a good presentation
- Ability to self-assess your presentations
- Understand the different types of signoff

Requirements Management

- Understand the meaning of 'Requirements Management'
- Describe the basic elements of a requirements change control process
- Ability to effectively manage requirement changes

Requirements Implementation

- Understand the components of the Requirements Implementation phase
- Ability to complete the RFP process including vendor evaluation
- Identification of the steps for solution implementation
- Ability to execute data conversion activities

RELATED COURSES OF INTEREST

- The Comprehensive Business Analysis Seminar - Part 2

TO ATTEND A PUBLIC COURSE

Professional Development Centre
University of Toronto
1-416-978-3481
fdc@utoronto.ca
www.pdc.utoronto.ca

FOR MORE INFORMATION

Procept Associates Ltd.
1-416-693-5559
info@procept.com
www.procept.com

