



Project Management for the Business Analyst

This 2-day course is designed to give Business Analysts the essential tools they need for three purposes: to better plan and control business analysis work; to better integrate their role and work efforts into a project delivery environment; and to be able to effectively manage projects that do not have a project manager. It covers the project management framework from initiating and planning through to closing. This course uses examples from business analysis practices to allow you to become better at planning and managing requirements definition engagements.

This course conforms to the internationally recognized standards of the Project Management Institute (PMI). Participants learn PMI terminology and standards that will aid project communication and continuous learning efforts.

LEARNING OBJECTIVES

Participants will gain practical skills to:

- Identify and avoid common causes of project failure.
- Identify options for structuring a project team.
- Identify, establish, and analyze stakeholders and their needs
- Create an effective and actionable scope statement.
- Identify key areas of project risk, assess their impact, and identify strategies for managing risks.
- Analyze project scope by breaking it into discrete manageable and measurable components.
- Model the flow and timing of a project.
- Identify “critical path” high priority tasks.
- Assess resource requirements, develop a budget.
- Learn methods for schedule compression.
- Used Earned Value to monitor and communicate project status and identified the need for corrective measures when necessary.
- Manage issues and change requests.
- Improve communication between stakeholders.
- Properly close-out a project.

WHO SHOULD ATTEND

The Project Management for the Business Analyst course is suitable for individuals who:

- Want to become more effective Business Analysts.
- Are Business Analysts or team members who want to pursue a career in project management.

PREREQUISITE

- 3-day Business Analysis Essentials (or its equivalent) or 4-day The Comprehensive Business Analysis (or its equivalent).
- Basic knowledge of business analysis is helpful as the course is tailored towards the Business Analyst role but is not required.

MATERIALS

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

WHAT YOU WILL LEARN

Introduction

- Course introduction and learning objectives
- Reasons for project failures
- Definitions of project, operations, project management, managing by projects, program and program management, portfolio and portfolio management

Project Management Framework – Best Practice

- Project management methodologies
- The Project Management Institute (PMI)
- PM in different environments

Establishing a Project Team

- Role of project manager
- Role of project team members
- Role of management

Developing Scope Statement

- Determine and document stakeholders
- Identify and document the scope
- Identify key project risk areas

Establishing Project Activities - Work Breakdown Structure

- WBS definition
- Why use a WBS approach
- Elements of an effective WBS
- Project activity dependencies

Producing Project Schedule

- Determine project timing
- Produce project schedule
- Set project baseline

Executing and Monitoring Project Schedule

- Identify and avoid resource conflicts
- Issue log and management
- Change requests and management
- Project status and updating
 - Options for communication
 - Project update meetings
 - Frequency of updates
 - Asking the “right questions”
 - Reporting project status at the correct intervals and levels of detail for different audiences
 - Quality management

Closing Projects

- Project acceptance criteria
- Project sign-off

RELATED COURSES OF INTEREST

- Project Management Essentials
- The Comprehensive Business Analysis Seminar – Parts 1 & 2



TO ATTEND A PUBLIC COURSE

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