

**Introduction to Business Analysis**

**Course Number:** BA-100  
**Duration:** 2 days

**Overview**

This Introduction to Business Analysis training course teaches students the benefits, functions, and impact a business analyst can within their organizations. Attendees learn the business analysis process, including pre-project activities and strategy analysis. In addition, attendees learn the characteristics of the business analyst role and the vocabulary needed to effectively communicate about business analysis activities and deliverables across the entire project team.

**Prerequisites**

No prior experience is presumed. This course is suitable for both novices and experienced practitioners who need to have a clear and systematic approach to business analysis.

**Materials**

All Business Analysis training students receive comprehensive courseware.

**Software Needed on Each Student PC**

For in-person deliveries, attendees do not need computers for this course. We will provide full classroom setup instructions that will include seating in small groups, with supplies such as flipcharts, sticky notes, markers, and pens for the attendees and a projector and Internet connection for the instructor's laptop.

Online deliveries for this interactive training will use an online meeting platform (such as Zoom, WebEx, GoTo, or Teams) to have face-to-face contact online, including use of breakout rooms for group activities.

**Objectives**

* Understand the role of the business analyst
* Discuss industry standards/resources for obtaining more information about business analysis
* Acquire a solid understanding of the various tasks/activities in business analysis
* Recognize the pre and post-project business analysis activities
* Learn how to plan, elicit, analyze, model, and test requirements

**Outline**

* Introduction to Business Analysis
  + Business analysis defined
  + The activities that comprise business analysis
  + IIBA/PMI and the goals of a professional association
  + IBA’s BABOK® Guide and PMI’s Practice Guide in Business Analysis
* The IIBA™ and the role of the Business Analyst
  + Business analyst defined
  + BA role vs. PM role
  + Importance of communication/collaboration
  + The deliverables produced as part of business analysis
  + The BA career path
* Strategy Analysis and Change
  + The definition of Strategy Analysis
  + Components of Strategy Analysis
  + Identifying stakeholders and business needs
* Understanding and Defining Solution Scope
  + Defining Solution Scope
  + Project scope vs. product scope
  + Defining a problem statement
  + Techniques for defining scope
* Understanding Requirements
  + Define the term requirement
  + Understand requirement types
  + Present the requirements process
  + Requirements vs. specifications and business rules
* Planning and Eliciting Requirements
  + The Requirements Work Plan (RWP)
  + Components of the RWP
  + Identifying good questions for elicitation
  + Active listening
  + Categories and types of elicitation techniques
* Analyzing and Documenting Requirements
  + Understanding requirements analysis
  + The Business Requirements Document (BRD)
  + The BRD vs. the functional requirements specification
  + BRD components
  + The purpose of packaging requirements
* Elicitation and Process Modeling
  + Why models are created
  + Objectives of modeling
  + What is process management?
  + Understanding process modeling
  + Modeling using BPMN
  + AS-IS vs. TO-BE modeling
  + BPMN subclasses
  + BPMN simple structure
  + Prototyping
  + Business Process Modeling case study
  + Create a Prototype of your application
* Verifying and Validating Requirements
  + The difference between validation and verification
  + Characteristics of good requirements
  + Risks associated with requirements
  + Types of testing approaches
  + Creating a test plan
  + Requirements traceability matrix
  + Verified and validated requirements
* Additional Resources
  + Helpful links for obtaining additional business analysis information
* Conclusion