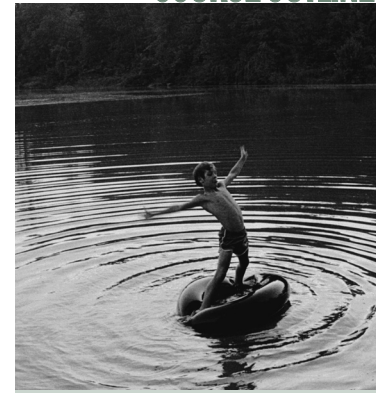


## Business Analysis Boot Camp

This intensive five-day workshop covers both tactical and strategic imperatives of the business analysis discipline, and provides a great starting point for budding analysts or a solid refresher for the more experienced analyst. Students first perform enterprise analysis, which properly focuses their attention on important issues, opportunities, benefits, stakeholders, scope and objectives. Their knowledge of the requirements process is then broadened through elicitation, discovery, documentation and validation techniques. Procedure analysis, swimlane diagrams, use cases and business document artifact reviews are but a few of the many methods covered in this workshop.



**DURATION:**  
Traditional - 5 days.  
Virtual - 40 hours.

**CAPACITY:** 20 people.

**PREREQUISITES:** None.

**PDU:** 35 credits.

**CDU:** 40 credits.

### FEATURES

- Our facilitators bring real-world experience to every workshop.
- Participants will be led, not lectured, through a combination of presentations and hands-on exercises.
- Our workshops provide an experiential environment where participants can take risks and make adjustments based on their results before approaching large projects.
- Our workshop is consistent with the International Institute of Business Analysis' *Guide to the Business Analysis Body of Knowledge* (BABOK® Guide).

### DISCOVER HOW TO

- Diagnose business process issues and define appropriate project scope and objectives.
- Comprehend the “big picture” and the impacts of the proposed changes.
- Understand how business analysis thinking can help management.
- Elicit and capture user's requests and turn them into requirements.
- Develop communication skills by delivering a professional presentation.

## COMPETENCIES

Enterprise Analysis  
 Using a Methodology  
 Issue and Future Benefit  
 Identification  
 Stakeholder Identification  
 Project Scope Definition and  
 Management  
 Planning Considerations  
 Procedure Analysis  
 Process Flow Models  
 Development  
 Requirements Attributes  
 Determination  
 Requirements Traceability  
 Requirements Gathering  
 Functional Requirements Analysis  
 Supplementary Requirements  
 Definition  
 Requirements Documentation  
 Requirements Validation  
 Requirements Communication  
 Interpersonal and Team Skills  
 Stakeholder Interviewing and  
 Facilitation  
 Conceptual Design  
 Implementation Planning  
 Delivering a Presentation

## OUTLINE SUMMARY

### Introduction

- Define Business Analysis and what it means in today's environment.
- Recognize 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

- Identify the functional areas and stakeholders impacted by the issues.
- Define the preliminary project scope and objectives for a case study project.

### Procedure Analysis

- Create a swimlane diagram representing current state process.
- Decompose activities into further details using a process script.

### Requirements Process

- Understand the cost of bad requirements and removing defects.
- Identify requirements best practices.

### Requirements Essentials

- Discover the grammar of writing quality requirements.
- Write measurable requirements for success and testability.

### Business Requirements

- Recognize the importance of a business case and re-scoping a project.
- Create a visual representation of the scope using a context diagram.

### User Requirements

- Identify various user requirements elicitation techniques.
- Facilitate a user requirements meeting.

### Functional Requirements

- Determine the correct level and format for functional requirements.
- Turn user requirements, use cases and artifacts into functional requirements.

### Quality of Service Requirements

- Identify the categories of quality of service requirements.
- Learn how to build quality of service requirements from user and functional requirements.

### Requirements Communication

- Verify requirements with identified stakeholders.
- Gain sign-off approval to continue with design work.

### Defining a Solution

- Manage the project scope to define a solution for process, system and organizational change.
- Understand the impacts created by the selected solution.

### Solution Implementation Planning

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

### Management Presentation

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



Get to the Heart of the Matter.<sup>sm</sup>