

Business Analysis Overview

This workshop aims to provide a realistic and interactive overview of what business analysis is, and what a business analyst does in the framework of defining system solutions. This workshop will use a case study approach to allow participants to perform a current state analysis to identify the “as is” situation, interview users to elicit requirements about the “future state”, and write requirements for the solution.

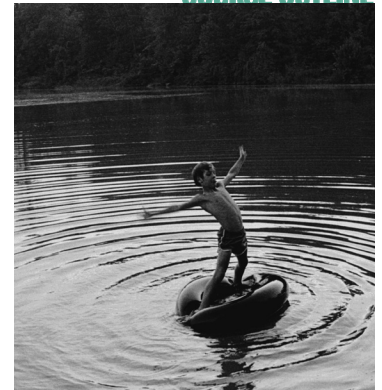
In order to perform these exercises, the workshop will cover such topics as procedure analysis and activity (swim lane) diagrams, interviewing techniques, and the attributes of quality requirements. Participants will work in teams to complete the exercises and receive peer review of their work.

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

- Identify the scope of a project
- Produce a context diagram.
- Create a traceability matrix.
- Perform a current state analysis by reviewing a process and producing “swim lanes”.
- Evaluate requirements to ensure that they are of a high quality, clear and unambiguous.
- Create a “storyboard” that reflects the requirements of the user interface.
- Understand the impact the solution will have on the organization or business unit.



DURATION:
Traditional - 1 day.
Virtual - 8 hours.

CAPACITY: 20 people.

WHO SHOULD ATTEND: Those who are interested in learning more about the business analysis role within systems development. This may include project managers, business users, and other members of the systems development team such as developers and testers.

PREREQUISITES: None

PDU: 8 credits.

CDU: 8 credits.

COMPETENCIES

Project scope determination
 Requirements elicitation
 User requirements analysis
 Requirements documentation
 Requirements package creation
 Solution usability
 Quality assurance
 Solution implementation
 Solution impact communication

OUTLINE SUMMARY**Introduction**

- What is business analysis
- Identify and understand the three components of a solution
- Discuss the role of a business analyst in systems development projects
- Review the systems development life cycle, particularly those phases and tasks that a BA will be involved with
- Discuss the critical success factors that a BA can influence to increase the success of a project

Initiation

- Review the case study project
- Review the components of a typical scope document
- Identify the preliminary scope of the case study project
- Define the context diagram
- Produce a context diagram reflecting the scope of the project
- Discuss traceability
- Create a traceability matrix for benefits related to requirements

Analysis

- Discuss the major activities in the requirements process
- Review various requirements elicitation techniques
- Discuss process modeling in the context of the current state analysis
- Draw a swim lane model of the current state
- Define the types of requirements a BA may be required to identify
- Review the quality attributes and “do’s and don’ts” of clear and unambiguous requirements
- Examine some requirements and identify their shortcomings
- Discuss the components of a typical requirements document
- Discuss the sign off process and the challenges faced

Implementation

- Discuss the BA role in design, testing and implementation
- Discuss alternative design solutions and evaluation techniques
- Define the concept of a storyboard
- Create a storyboard representing the user interface
- Define quality assurance
- Discuss impact analysis and why it is an important activity to perform
- Discuss implementation activities a BA can be involved with


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