

Business Analysis for Non Business Analysts

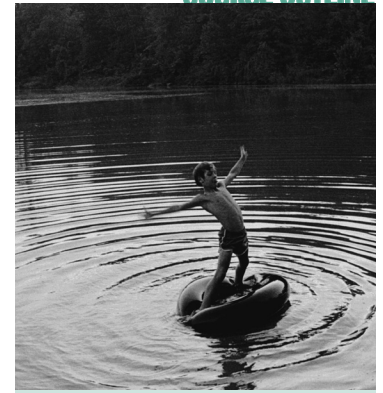
Understanding business process, pain points, and opportunities for improvement is everyone’s job, even if your title isn’t “business analyst”. Being able to create efficiencies, reduce costs, and effectively communicate are professional skills that can be used in any position. Business Analysis for Non Business Analysts will help participants sharpen their ability to think critically, look at the big picture as well as drill down into the details. They will learn how to properly initiate, analyze and develop a conceptual design within a 2 day timeframe. Replete with both “hard” and “soft” skills, this course builds a sound strategy for analyzing business processes and demonstrates how to apply concepts and practical techniques within the context of an experiential learning environment.

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

- Apply concepts and techniques applicable to any tool or methodology.
- Diagnose business process problems and present possible solutions from findings.
- Comprehend the “big picture” and the consequence of decisions.
- Understand how business analysis thinking can help management.
- Collect, document, and organize information.
- Identify and document issues through analysis and interviews.
- Document requirements.
- Develop communication skills.



DURATION:
Traditional - 2 days.
Virtual - 16 hours.

CAPACITY: 20 people.

WHO SHOULD ATTEND: Those who need to learn practical systems thinking: project managers, decision makers, team leads, managers, information technology (IT) professionals, or other business professionals.

PREREQUISITES: None

PDU: 14 credits.

CDU: 16 credits.

COMPETENCIES

Enterprise Analysis

- Define Business Needs
- Determine Solution Approach
- Define Solutions Scope
- Define Business Case

Business Analysis Planning and Monitoring

- Conduct Stakeholder Analysis
- Plan Business Analysis Approach
- Plan Business Analysis Activities

Elicitation

- Prepare for Elicitation
- Conduct Elicitation Activities
- Document Elicitation Results
- Confirm Elicitation Results

Requirements Management and Communication

- Manage Solution Scope and Requirements
- Communicate Requirements

Requirements Analysis

- Organize Requirements
- Specify and Model Requirements
- Define Assumptions and Constraints
- Verify Requirements
- Validate Requirements

Solution Assessment and Validation

- Assess Proposed Solution
- Assess Organizational Readiness

Underlying Competencies

- Analytical Thinking and Problem Solving
- Business Knowledge
- Communication Skills
- Interaction Skills

Techniques

- Document Analysis
- Interviewing
- Process Modeling
- Scope Modeling

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

- Define the current issues and future benefits of the new system
- Identify the functional areas and stakeholders impacted by the issues
- Define the preliminary project scope and objectives

Procedure Analysis

- Define key terms important to procedure analysis
- Analyze a written procedure and associated forms and reports
- Discuss key components and the importance of process modeling
- Create an activity diagram also known as a swim lane diagram
- Decompose activities into further details using a process script

Stakeholder Interviews

- Recognize the importance of stakeholder involvement
- Understand the best techniques for preparing and holding an interview
- Discuss various questioning and listening techniques
- Learn how to recognize and capture stakeholder requirements
- Experience interviewing key stakeholders

Requirements, Assumptions, Constraints

- Define effective requirement practices and SMART requirements attributes
- Identify stakeholder requirements
- Recognize assumptions and constraints

Defining a Solution

- Manage the project scope boundaries and change while defining a solution
- Redesign process, systems, and organization change

Systemation®

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