

BAE1

## Fundamentals of Business Analysis

**2 Days**

The Business Analysis Essentials program gives you practical, hands-on experience by applying the best practices of business analysis: enterprise analysis, business analysis planning and monitoring, elicitation, requirements analysis, requirements management and communication, and solution assessment and validation.

### LEARNING OBJECTIVES

The discipline of business analysis is maturing and evolving. In this foundation course of the Business Analysis Essentials program, participants learn current best practices of business analysis, starting with identifying and understanding a problem or opportunity through situation analysis, scope modeling, requirements elicitation and analysis, supporting the solution delivery team and validating that the solution actually meets the business need and delivers value to the organization. A thorough mix of case study work, group discussions and exercises contribute to a comprehensive learning experience.

#### At the end of this course, you will be able to:

- Outline the tasks, techniques, roles and responsibilities of business analysis.
- Explain the characteristics of business, stakeholder, solution and transition requirements and business rules.
- Apply modeling techniques to elicit and document business objectives and solution requirements.
- Analyze the feasibility of alternate solution approaches.
- Define the scope of the solution and analyze a business case.
- Ensure the alignment of a solution to a defined business need.

### WHO SHOULD ATTEND

- Experienced business analysts looking for a solid foundation and a more formal approach
- Those new to the discipline of business analysis
- IT-business analysts looking to expand their capabilities to include process improvement projects, business reengineering, feasibility studies, business case development, traditional and Agile software development projects, and ERP implementations
- Project managers who want to understand the value that business analysis can bring to a project
- Managers of business analysts looking for a foundation of best practices

## KEY TOPICS COVERED

- Explain the tasks, techniques, roles, and responsibilities of business analysis.
- Explain the characteristics of the business, stakeholders, solution and transition requirements, and business rules.
- Identify and define business objectives.
- Analyze the feasibility of alternate solution approaches.
- Define solution scope based on stakeholder requirements.
- Select modeling techniques to elicit, analyze and define solution requirements.
- Ensure the alignment of a solution to a defined business need.

## COURSE OUTLINE

### The Basics of Business Analysis

- What is Business Analysis, who does this type of work, and why it's important
- Understand the accreditation and certification as a Business Analyst by IIBA®, PMI® and Algonquin College
- Using a disciplined approach to Business Analysis within an organization

### Requirements

- Define the term requirement
- Recognize and apply different classes of requirements

### Understand the Business Need

- Perform a situational analysis of the current state
- Define goals, objectives and business value
- Identify alternative approaches to a problem or opportunity
- Analyze opportunities, problems and solutions
- Develop a thorough business case

### Define the Scope of a Solution

- Differentiating between solution scope and project scope
- Identifying, analyzing modeling, and analyzing stakeholders
- Align a solution with the business need
- Applying models such as Use Cases and Context Diagrams to help define scope

### Eliciting Requirements

- Understanding elicitation
- Explore collaborative techniques
- Explore Research techniques
- Explore Experimental techniques

### Modeling Requirements

- Explore requirements artifacts
- Which artifacts are appropriate
- When and how to use artifacts effectively

### Managing Requirements

- Traceability and requirements lifecycle management
- Prioritization techniques for requirements consensus
- Managing ongoing change

### Benefits Realization

- Assessing business benefits
- Solution Evaluation
- Adjusting for changes in benefits realization

## ABOUT BUSINESS ANALYSIS ESSENTIALS

- Each course in the program takes an experiential learning approach: more hands-on work and one-on-one interaction rather than lectures to allow you to build knowledge and skills.
- Our instructors are skilled business analysts with many years of experience in the field.
- Students successfully completing the seven courses in three years will receive an Algonquin College certificate in Business Analysis Essentials.
- In this first course, each participant is provided with a digital copy of *A Guide to the Business Analysis Body of Knowledge®* (BABOK® Guide).

### Courses in the Business Analysis Essentials program include:

1. Fundamentals of Business Analysis
2. Accelerated Requirements Elicitation and Analysis
3. Facilitation Techniques for Business Analysts
4. Modeling Business Processes and Workflows
5. Use Case Modeling
6. Validating and Testing Requirements
7. Business Analysis in an Agile Environment

Most of the courses can be taken in or out of sequence to complete the entire program, although we strongly recommend that you take the Fundamentals of Business Analysis course first, even if you are an experienced business analyst.

You can also take individual courses to fill knowledge and skills gaps.

*Algonquin College is an Endorsed Education Provider™ (EEP™) of IIBA®. Courses in the BA Essential program are eligible for Professional Development hours (PD hours) for certification and Continuing Development Units (CDUs) for recertification. This course is eligible for 14 PD Hours/ CDUs.*

*Algonquin College is a Global Registered Education Provider (R.E.P.) of the Project Management Institute. Courses in the BA Essentials program are eligible for PMI® Professional Development Units (PDUs). This course is eligible for: 14 PMP® Technical PDUs or 14 PMI-Professional in Business Analysis (PMI-PBA)® PDUs.*

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*Algonquin College Professional Training specializes in industry-focused training solutions that equip employees with the knowledge, skills and expertise needed to succeed in their day-to-day work, to advance in their careers and to build organizational capacity..*

## HOW TO REGISTER

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