

COURSE OUTLINE

Programme: EXECUTIVE EDUCATION

Course Title: Business Analysis Fundamentals

No. of Hours: Twenty Four (24)

Overview:

Business Analysis Fundamentals is a 24 hours course which focuses on learning practical business analysis skills that can be used in everyday situations. In this active learning workshop participants learn the fundamental tools and techniques of business analysis from an enterprise, project and implementation perspective. Participants are introduced to the fundamentals of business analysis through the guidance of an experienced business analyst.

Materials in the course are based on the International Institute of Business Analysis, A guide to the Business Analysis Body of Knowledge (BABOK® Guide) – Third Edition. Each participant receives a copy as part of the course material.

Objectives:

By the end of the course the Business Analyst will be able to:

- Integrate into a project, team or enterprise environment with an understanding of their role, key responsibilities and relationship with fellow project members
 - Work with stakeholders to gather and document different types and levels of requirement
 - Understand how project approaches such as Agile affect the BA role
 - Break-down complex business scenarios or problems into process and data models
 - Apply techniques and tools to identify and validate requirements
 - Apply end-to-end thinking to complex business and system problems
 - Work with stakeholders to develop optimum solutions to defined requirements

- Confidently present findings to business stakeholders and their project team
- Support the business in implementing the solution

Content:

1. Introduction to business analysis and the BA Role
2. Business analysis key concepts
3. Understanding of Business Analysis planning and Monitoring (BAPM)
4. Understanding for elicitation and collaboration
5. Understanding the Requirements Life cycle management
6. Understanding Strategic Analysis
7. Understanding Requirements Analysis and design definition.
8. Understanding basics of Solution evaluation

Examination

Methodology:

The instructor introduces a topic/process/tool through facilitated discussions and by sharing real-life examples. These short discussions are followed by team exercises to reinforce the topic/process/tool. Participants practice and learn how to use several of the more fundamental business analysis processes/ tools using a real-life case study. Students will also benefit from course quizzes and exam simulated multiple choice questions.

The workshop is designed to give participants the initial practice they need to start using these tools back at work. Aligned with A Guide to the Business Analysis Body of Knowledge® (BABOK®) and industry best practices this workshop provides the required skills to effectively perform as a business analyst on any project. It also provides an introduction of the knowledge required for business analysis certification.

Method of Assessment:

Course grades are based on a combination of participant attendance, individual class assignments, multiple choice tests, group assignments and a case study.

- At the end of the course, participants who achieve an overall grade of 50% or more on individual assignments and 50% or more on group assignments will be issued a Certificate of Achievement.
- Participants who achieve an overall grade of less than 50% will be issued a Certificate of Participation.

Certification & Course Benefits:

- This course will provide the minimum 21 professional education hours to qualify for the Entry Certificate in Business Analysis (ECBA) certification.
- This course will introduce participants to the International Institute of Business Analysis (IIBA) certifications and provide step by step guidelines on the certification process.
- This course will provide IIBA membership giving you access to wide range of resources to guide and help you on your Business Analysis journey. These include discounts for certification, career assessment and guidelines, free digital library etc.
- Practice real life case studies using templates and learn from practitioners.
- Get recognized as part of an International elite professional body and increase your stature among peers and work groups.
- Apply the learning to your work situations and improve efficiency, productivity and quality.