The Senior Business Analyst

Duration

3 days

Intended for

- Experienced Business Analysts
- Senior Business Analysts and Team Leads
- Project Managers
- Business Analyst Managers

Prerequisites

To get the most out of this course, you will need an understanding of fundamental business analysis concepts. This is covered in our Business Systems Analysis course.

Does your organisation provide the right information, in the right format to make informed decisions?

As a Senior Business Analyst or Team Lead, you will be involved in enterprise analysis and project initiation activities, project classification, stakeholder engagement and mentoring teams along with an expectation to provide innovative solutions.

This course is designed to equip you to lead the analysis discipline within the business case phase and ensure that the project team is set up for success in the development phase by defining the supporting critical processes and creating a positive, creative and supportive environment.

This course provides you with the skills, tools, techniques, tips and tricks on how to handle these often intangible issues and sets you well on your way to becoming a Senior BA. This course also provides the practical skills coupled with the real life experiences, which can be taken away and applied in the workplace immediately.

Content

Demystifying the terminology
- Understanding the terminology and how all the pieces fit together
  - What is strategy?
  - Where does it come from?
  - What is business architecture?
  - What is IT portfolio management?
  - How do the pieces fit together?
  - What do I do?

Building a business case
- High level process for creating a business case
- Business case activities
- Structure of a business case
- Understanding what is your responsibility

Understanding our stakeholders
- Understanding the 'who', 'why', 'what', 'when' and 'how' of stakeholders
- Stakeholder identification
- Stakeholder analysis
- Stakeholder communication plan
- What will make the engagement successful?

Supporting critical processes
- Understanding the importance of defining the business analysis approach and who should be involved
- Understanding the importance of:
  - Requirements management
  - Change control
  - Risk management
  - And your role in these processes

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Communication
- Understanding communication styles
- Improve your communication skills
- Understanding people's defences
- How to deal with conflict

Leadership and mentoring
- What makes a great leader?
- Understanding leadership styles
- How to motivate a team
- What is mentoring?
- The value of mentoring
- How to be a great mentor

Presenting the results
- A process for planning, creating and delivering a great presentation
- The outputs
- What makes a presentation great
- Hints and tips to engage your audience

Learning Outcomes

During this course you will learn about:

- The real value that a great Business Analyst brings to an organisation.
- What makes up a business case
- The importance of stakeholders and how to communicate successfully
- How to define the BA framework for the programme or project
- The importance of defining and implementing supporting critical processes
- How to coach and mentor junior BAs
- How to prepare and present a topic so that the audience get it

Method used

Lecturing is kept to the minimum necessary, most of the learning is achieved through applying the practices and techniques in group exercises

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