Business Analysis Bootcamp

Duration

LiveOnline: 5 sessions of 5.5 hours

Intended for

- New Business Analysis professionals
- Experienced Business Analysis professionals who have never received formal training
- Project Managers doing Business Analysis work
- System Development Life Cycle (SDLC) professionals across all positions who need to understand the requirements process
- Any professional having to learn business analysis skills and requirements elicitation

Prerequisites

Some basic understanding of working in software or system development and project approaches.

Gain the critical skills needed to be a successful business analyst. This course is designed to provide a complete and detailed training experience covering most aspects of business analysis knowledge areas. It is a powerful experience for those new to the analyst role or those with experience seeking formal training.

You will gain context for the role complete with a structured approach and associated techniques to provide value to your organization. This includes understanding business analysis terminology, the business analysis lifecycle, and how to perform core business analyst activities such as engaging stakeholders, eliciting requirements, utilizing user stories, applying use cases and other formal modeling techniques. You will gain the fundamental skills needed to be a great BA including understand the integral parts of a business system and understanding the right solution for the right problem.

Learning outcomes

- Understand business analysis and business systems analysis and how it fits into the overall function of the SDLC.
- Learn tools that can organize and evaluate system elements and requirements (RAIDS, B5, classifications).
- Build the skills to properly scope a project and understand the differences between a product and project.
- Build up your interviewing skills for a strong front-end requirements elicitation.
- Ask great questions around business rules and produce a decision table to verify understanding.
- Apply different tools to elicit, specify and verify requirements, such as personas, user stories, use cases, process models, and data models.
- Learn additional tools to make roles and responsibilities transparent and verifiable (RACI).

Content

1. Introduction to business systems analysis
   a. Best practices in business analysis (IIBA)
   b. Best practices in project management (PMI)

2. Business systems analysis overview
   a. Business analyst role and their value with class discussion
   b. System lifecycle frameworks
   c. Cost of defects
   d. Exercise: problem statement or vision statement on case study

3. Planning and scoping
   a. System definition with class discussion
   b. Product vs. project scope
   c. Exercise: create context diagram
   d. Define scope boundary
   e. Exercise: scope list and RACI
   f. Project competing factors
   g. Exercise: project sliders and RAIDS

4. Effective requirements
   a. Terminology
   b. Classifications
   c. Exercise: refine business requirement
   d. Business rules

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e. Exercise: uncover business rules
f. Personas
g. Exercise: create persona
h. Requirement management with class discussion

5. Business Systems Elements (B5)
    a. Elements and their relationships
    b. Business processes and entities
    c. Exercise: create a B5 matrix

6. Elicitation and interviews
    a. Eliciting challenges
    b. Organizational dynamics
    c. Interviews
    d. Discussion – listening
    e. Exercise: Interview to elicit requirements
    f. Other elicitation techniques

7. User stories
    a. Agile at-a-glance with class discussion
    b. Features and stories
    c. Exercise: create story wall using EPICS
    d. Prioritization
    e. Exercise: role play and prioritize user stories
    f. Story elaboration
    g. Exercise: elaborate a user story
    h. Behavior driven development
    i. Exercise: add acceptance criteria

8. Use cases
    a. Use case terminology
    b. System use case diagram
    c. Use case primary flow
    d. Exercise: create a system use case
    e. Use case extensions
    f. Exercise: add extensions
    g. Use case scenarios

9. Modeling overview
    a. Modeling benefits, tips, and types
    b. Entity model overview, types, and components
    c. Exercise: list entities and some relationships
    d. Entity model cardinality and optionality
    e. Exercise: update entity model
    f. Data dictionary
    g. Process model overview, types, and components
    h. Exercise: produce a swim lane
    i. State transition diagram
    j. Decision table for business rules
    k. Exercise: produce a decision table

10. Reviews and feedback
    a. Content for reviews
    b. Critical appraisal
    c. Exercise: create an agenda for a review

Method used

This is a highly interactive class with many group labs and projects. Over 50% of the course is active practice of the tools and techniques taught in the program.

Delivery

This program is offered as a classroom-based course as well as a LiveOnline program. Our LiveOnline delivery is over three days (each four and a half hours in duration). The instructor is live and interaction and learning objectives are the same as our in-person classes with the added benefit of being able to take this course from your home, your office or your home office. We use Zoom for our LiveOnline classes. Zoom is an easy to use and reliable cloud platform and we have in place robust security settings to ensure our users and their privacy are protected. For more information please check out our FAQ page.

For people with hearing loss, we can provide closed captions and in some cases full transcripts for our LiveOnline courses. In addition to captioning, we can also provide early access for learners with hearing loss to read through the course materials and test the tools and technologies.

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