



Business Analysis Fundamentals

Why do business requirements always surface after you deliver your product? Clients seem to constantly change their mind - you deliver what your customer asked for, but they still don't like it. It seems the only constant when it comes to business analysis is that things keep changing. Maybe it's time to increase the requirements analysis skills in your organization with a business analysis training course.

Course Overview

Whether you are new to business analysis, or are experienced and want a more formal approach, it's essential to know and practice the "fundamentals." This course trains participants to help business clients articulate their needs and wants, and to document them clearly, concisely, and completely. By grasping this core Business Analyst (BA) skill, BAs can contribute significantly to successful projects and the products they create.

Through a realistic case study and interviews, participants discover and then practice writing "good" requirements. The course also explores and lets attendees practice a simple process for validating and verifying requirements to ensure they are well-documented. Also, attendees learn the importance of traceability and how to construct a traceability matrix.

For analysing requirements, this course introduces people to the concept of "concurrent modelling," using four standard types of models that provide the most benefits. A key skill taught is how to best read models concurrently for a complete requirements "package." After models are presented, class participants find inconsistencies, interview the sponsor, and document and trace new requirements that are discovered. These models are: Business Process, Use Case, Data, and Interface Modelling. Specifics of how to construct each type of model are contained in separate courses.

The course concludes with considerations and techniques for organizing, prioritizing, and "packaging" requirements for maximum communication value. Plus, attendees also learn a repeatable process for verifying that requirements are included in the final solution.

This course is generally delivered over 3 days but can be shortened to 2 days.

Our training and coaching services are designed to assist organisations to quickly develop the skills base and 'know-how' they need. To learn more about how our services can benefit you, contact us now or visit www.goalgroup.com.au.

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Who should attend?

People who have project experience working with a variety of roles (BA, QA, PjM, sponsors) but have not had formal BA training. People moving into the BA role from the business, or from a different IT job (like developers or QA Analysts) that have had some training. Experienced BAs and project managers who want a more formal and industry-standard business analysis approach will also benefit from this course

It is desirable for participants to have worked in at least one project.

Course Content

- Requirements foundations - definitions, processes and approaches
- Stakeholders - identifying and categorising stakeholders, building trust
- Eliciting requirements - context, techniques
- Writing good requirements - "good" requirements; formats, traceability, defects, pitfalls
- Analysing requirements - concurrent modelling, types of models (business process, use case, data and interface), organizing and prioritising requirements
- Packaging requirements - considerations, preferences, validation and verification, reviewing, signoff/approval
- Verifying requirements - testing, test cases, verifying the solution

Course Objectives

By the end of this course, participants will know how to:

- Document "good" requirements by writing them clearly, concisely, and completely;
- Use simple templates for writing good requirements of various types;
- Use standard, core models to quickly uncover requirements, then analyse them, document and trace those requirements, and present a complete "package" to the business for their approval;
- Increase project success by better defining requirements that meet business needs;
- Reduce rework by discovering requirements correctly the first time;
- Reduce gaps in understanding requirements by properly validating and verifying them.