



# **Business Analysis Fundamentals**

## Course Outline



## Program Overview

The role of the Business Analyst has significantly expanded over the last couple of years. Gone were the days that a BA simply meant gathering requirements and documenting them using agreed upon tools and techniques. Business Analysis Fundamentals is a two-day training program which provides the participant adequate knowledge on what a Business Analysts does and a good number of techniques used by the BA on a daily basis. The program is based on the *A Guide to the Business Analysis Body of Knowledge (BABOK Guide®) Third Edition*. This is the most widely accepted standard of Business Analysis worldwide. Our program is highly interactive, entertaining, and is run by industry practitioners who are in the trenches of industries – doing real world projects.

## Duration

2- Day Program

## Learning Objectives

At the end of this training, participants should be able to:

- Describe what is Business Analysis and what is the role of a Business Analyst
- Describe the key terminologies of Business Analysis particularly the concepts of requirements and design and the difference between the two
- Apply the various techniques performed in Business Analysis Planning and Monitoring
- Apply the various techniques performed in Requirements Elicitation and Collaboration
- Apply the various techniques performed in Requirements Life Cycle Management
- Apply the various techniques performed in Strategy Analysis
- Apply the various techniques performed in Requirements Analysis Design Definition
- Apply the various techniques performed in Solution Evaluation

## Target Audience

- Business Analysts, Systems Analysts, Process Analysts
- Lead Developers, Software Engineers, UI/UX Engineers
- Information Architects, Enterprise Architects, Systems Designers
- Project Managers, Business Consultants, and Managers leading Business Analysts roles
- People who would like to get into the Business Analysis field

## Program Structure and Outline

This course is a mix of instructor-led lectures and group exercises

- Introduction to Business Analysis
  - Business Analysis
  - IIBA and the BABOK



- The Business Analyst
- Various roles of the Business Analyst
  
- Business Analysis Key Terminologies
  - Business Analysis Core Concept Model (BACCM™)
  - Key Terminologies
  - Requirements Classification Schema
  - Stakeholders
  - Requirements and Designs
  
- Business Analysis Planning and Monitoring
  - Concept Model
  - Brainstorming
  - Business Case
  - Lessons Learned
  - Metrics and KPI's
  - Organizational Modeling
  - Risk Analysis and Management
  - Scope Modelling
  
- Elicitation and Collaboration
  - Concept Model
  - Business Rules Analysis
  - Collaborative Games
  - Document Analysis
  - Focus Groups
  - Interface Analysis
  - Interviews
  - Process Analysis
  - Process Modelling
  - Prototyping
  - Stakeholder List, Maps, and Personas
  - Survey or Questionnaire
  - Workshops
  
- Requirements Life Cycle Management
  - Concept Model
  - Backlog Management
  - Decision Analysis
  - Item Tracking
  - Prioritization
  - Reviews



- Strategy Analysis
  - Concept Model
  - Mind Mapping
  - SWOT Analysis
  - Vendor Assessment
  - Balanced Scorecard
  
- Requirements Analysis and Design Definition
  - Concept Model
  - Business Model Canvas
  - Concept Modelling
  - Data Dictionary
  - Glossary
  - Non-Functional Requirements Analysis
  - Use Cases and Scenarios
  - User Stories
  
- Solution Evaluation
  - Concept Model
  - Acceptance and Evaluation Criteria
  - Benchmarking and Market Analysis
  - Data Mining
  - Decision Analysis
  - Roles and Permissions Matrix



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### We Deliver Results

SAS Management Inc. has consistently proven its capability to deliver and exceed our clients' expectations. We are the only PEOPLECERT® Accredited Training Organization (ATO) in the Philippines. Our pool of consultants and trainers are seasoned industry veterans who have above average qualifications and certifications such as Business Management, Process Improvement, and Organizational Development Programs.

### We Create Value

SAS Management Inc. believes in ensuring that our services meet the intended needs of our clients. To us, it is more than just providing training and consulting but rather ensuring that these are the things that our clients really need. This is why SAS Management Inc. is probably the only training provider that does a thorough needs assessment prior to providing a proposal. Our goal for every proposal is to CREATE VALUE for your organization.

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