

# Professional Business Analysis Level 1

## INTRODUCTION

- This Professional Business Analysis - Level 1 training programme has been designed to address those areas that have been identified as either not existing yet or only partially in place. It provides the qualifying study hours and content for delegates to prepare for and sit the IIBA® Entry Certificate in Business Analysis certification exam. In addition, the material covers the areas identified as needing development based on the internal benchmarking against the IIBA® BABOK® Maturity Model.
- Following completion of the course, delegates will have established a foundation to continue their personal development as business analysts and contribute to building a community of practice based on shared methods and standards.

This training seminar will highlight:

- Understand and apply generally accepted standards and practices of the business analysis discipline
- Appreciate the role of business analysis for application development
- Understand key aspects of planning, business-needs analysis to elicit stakeholder requirements, and requirements documentation
- Utilise proven methods, tools and techniques
- Build on the learning to contribute to the development of a community of practice

## OBJECTIVES

At the end of this training seminar, you will:

- Understand how a business analyst acts as an agent of business improvement
- Learn how to use a systematic approach based on "A Guide to the Business Analysis Body of Knowledge® (BABOK® Guide) Version 3.0
- Understand and apply a systematic framework for conducting business analysis activities through the phases of the business analysis life cycle
- Develop an appreciation for the essential responsibilities of a Business Analyst
- Have learnt business analysis tasks and techniques that can be applied immediately after the training
- Develop effective requirements and communication plans

## TRAINING METHODOLOGY

- Participants will learn by active application of methods, tools and techniques from the BABOK® throughout the programme. The sessions contain focused input from the programme leader, combined with practical sessions enabling delegates to apply the methods and tools to exercises and case studies drawn from a range of industries, to broaden understanding. The course manual will be supplemented with templates and a suggested toolkit outline as a foundation for developing a standard approach across the department and organisation.

## ORGANISATIONAL IMPACT

Company will benefit through delegates learning about how the business analysis skills and competencies they take away can contribute to the short and medium-term maturity objectives:

- Begin to create a virtual community of practice within Application Development
- Recommend improvements to improve performance
- Identify individual analysis competencies and training needs using the BABOK®
- Contribute to a BA toolkit of standardized processes and templates
- Increase the effectiveness of business analysis practice
- Develop the maturity of the division as measured by the BA Maturity Framework

## PERSONAL IMPACT

- Improved active listening and questioning skills to enhance communication effectiveness
- Increased problem solving and critical thinking skills
- Enhanced appreciation of the BA role in helping the division to achieve improved performance
- Practical experience in applying proven BA techniques and methods
- Understanding how to implement systematic business improvement
- Enhanced management and team building skills
- Attain IIBA Certification and Re-certification credits

## WHO SHOULD ATTEND?

- This Professional Business Analysis - Level 1 training course has been designed for increasing the maturity of the Business Analysis practice. It is primarily of benefit to roles that use business analysis techniques and some of those that they interact with including:
- Business Analysts
- Systems Analysts
- Business Architects
- Systems Architects
- Project Managers
- The intention is both directly develop the knowledge and skills of analysts and also increase the effectiveness of analysis interventions by helping those they interact with to communicate more effectively as subject matter experts.

## Course Outline

### Business Analysis and the Business Analysis Professional

- What is Business Analysis?
- Who is a Business Analyst?
- Structure of the BABOK®) Version 3.0
- The Business Analysis Core Concept Model™
- Key Business Analysis Terms
- Business Analysis Planning and Monitoring

### Elicitation & Collaboration

- How to Prepare for Requirements Elicitation
- Conducting Requirements Elicitation
- Confirming the Results of Elicitation
- Communicating Business Analysis Information
- Managing Stakeholder Collaboration

### Requirements Life Cycle Management

- Strategy Analysis
- How to Trace Requirements
- Maintaining Requirements
- Prioritising Requirements
- Assessing Requirements Changes
- Approving Requirements

## Requirements Analysis and Design Definition

- Specify and Model Requirements
- Verify and Validate Requirements
- Define Requirements Architecture
- Define Design Options

## Business Analysis Underlying Competencies and Techniques

- Analytical Thinking and Problem Solving
- Behavioural Characteristics and Business Knowledge
- Communication and Interaction Skills
- Tools and Technology
- Business Analysis Techniques