



Honing Business Analyst Skills

4 – Day Course and Workshop

Course Number: NT-100

The IIBA defines Business Analysis as the set of tasks, knowledge and techniques required to identify business needs and determine solutions to business problems. Solutions often include a systems development component, but may also consist of process improvement or organizational change.

DEA's experience tells us that the key attributes to successfully perform business analysis include:

1. The ability to elicit, communicate, and organize requirements from the perspective of business need and to effectively communicate the requirements to the technical designers. This means that a business analyst must have excellent communication skills and that they must have the ability to use techniques that make elicitation, communication and organization of requirements most effective.
2. The ability to play a central role during the entire System Development Life Cycle (SDLC), including assisting with the business case and high level feasibility at project start. The main focus is, of course, on requirements gathering and analysis. But once the requirements are reviewed and baselined, the business analyst must be able to shift focus to advocacy and management of the scope, requirements, and change requests throughout design and build.
3. The ability to understand requirements from a business perspective, not an IT perspective, and to translate them into a form that can be acted upon by a service provider. While being capable of specifying requirements at both a business and a system level, the business analyst must ensure that the requirements reflect business need.

This course will provide students with the fundamentals of the business analyst role and prepare them with the competencies they will need to employ throughout the requirements life cycle. DEA's Business Analysis curriculum closely follows the IIBA's Business Area Body of Knowledge (BABOK). As the BABOK is updated, our courses are also updated to follow and reflect the industry best practices. Our courses are developed and delivered by professionals with extensive hands-on experience in business analysis covering many different industries.

We use an integrated case study developed and refined over the last 15+ years to provide a better understanding of how the deliverables support the full Requirements Life Cycle from requirements gathering to test scenarios.



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Course Objectives:

After taking this course students will be able to:

- Understand the activities required of the Business Analysts and how to work effectively with the Project Manager to ensure project success
- Use the IIBA Bodies of Knowledge and apply them to a full Requirements Life Cycle Process
- Elicit and document requirements from Subject Matter Experts in the most efficient way possible
- Effectively perform analysis of Subject Matter Experts “wants and needs” and turn them in to quality system requirements
- Use a methodology for consistently and efficiently documenting requirements
- Capture, organize, validate and maintain detailed requirements descriptions including use cases, functional requirements, business rules, user interface requirements, data access requirements, system interface requirements, non-functional requirements, assumptions, constraints and issues according to established standards
- Analyze customer requests for changes to existing requirements and for new requirements
- Manage the requirements review and change process
- Establish a mechanism to trace requirements to design and test

Who Should Attend:

- Entry-level Business Analysts and their managers
- Self-taught Business Analysts
- Quality Assurance Professionals
- IT Project Managers
- System Analysts interested in expanding their skills to include Business Analysis



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Introduction to the Business Analyst Role

- What is a Business Analyst?
- What are the primary duties of a Business Analyst?
- What are the competencies of a Business Analyst?
- What is the IIBA and the BABOK?
- What is the Requirements Life Cycle?
- Where is the Business Analyst role on a project team and how does the BA interact with other team members?

Determine the Nature of the Project

- Work with the Project Manager to assess the project type
- Understand the scope of the project.
- Communicate and confirm the scope using various techniques such as a Context Diagram
- Determine the activities to be performed and assist the Project Manager in preparing a work breakdown structure.
- Worksession: Build a Context Diagram

Establish the Types of Requirements

- Understand why requirements are important
- Identify the types and origin of the requirements
 - Business
 - Data
 - Functional
 - Non Functional
 - Security
 - Regulatory and more
- Establish a mechanism to “trace” requirements through the Requirements Life Cycle
- Worksession: Identify Requirements from a case study.

Requirements Elicitation Skills

- Elicit information by leading collaborative sessions
- Learn how to organize and confirm information and gain consensus from stakeholders
- Serve as a Session Analyst/Scribe



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Document and Communicate the Requirements

- Ensure that the Requirements are collected, documented and communicated in a form that is useful to all stakeholders
 - Use Cases
 - Functional Hierarchy
 - Business Rules
 - Data Mapping
 - Non Functional Requirements
 - Prototypes (UI Mockup)

Work with Use Cases

- Why Use Cases are important
- Work with Use Cases
 - Identify Actors
 - Document Boundaries in a Use Case Model
 - Link Business Rules to Use Case Steps
 - Identify Data Used
 - Build a Use Case Flow Model
- Worksession: Build Use Cases and Functional Hierarchy

Use Project Results

- Use Requirements to build test scenarios, test cases and test scripts
- Maintain System documentation from Requirements Specifications

Develop a Change Management Strategy

- Determine how to manage changes to scope and requirements
- Establish a signoff process
- Worksession: Document a Change Management Strategy