

## **Business Analyst (2 Days)**

### **About the Course**

Business Analysts use data to outline problems, opportunities, and solutions for businesses and report them back to the stakeholders in the organization. They also play a crucial role in fixing outdated processes, driving new technology adoption, and innovation, making this an in-demand role in every area of business, from consulting to product management.

A Business Analyst's career path can take them in multiple directions, depending on their experience and future career goals. This course provides one of the best Business Analyst Certification programs that is perfect to kick start your career and have endless growth opportunities. As a Business Analyst.

BABOK is a Guide to the Business Analysis Body of Knowledge® (BABOK® Guide) which helps business analysts achieve better business outcomes at the strategic, tactical and operational level. BABOK covers knowledge areas, techniques and perspectives which represent the majority of tasks business analysts do and provides focus to tasks and techniques specific to the context of the initiative.

**Audience:** Anyone who would like to understand the Techno functional role of a BA, can attend.

**Pre-requisites:** Be a part of the course with an Open Mind.

**Duration:** 2 Days

### **TOC**

#### **Day 1**

#### **Chapter 1: Introduction**

- 1.1 Purpose of the *BABOK® Guide*
- 1.2 What is Business Analysis?
- 1.3 Who is a Business Analyst?
- 1.4 Structure of the *BABOK® Guide*

#### **Chapter 2: Business Analysis Key Concepts**

- 2.1 The Business Analysis Core Concept Model™
- 2.2 Key Terms

- 2.3 Requirements Classification Schema
- 2.4 Stakeholders
- 2.5 Requirements and Designs

### **Chapter 3: Business Analysis Planning and Monitoring**

- 3.1 Plan Business Analysis Approach
- 3.2 Plan Stakeholder Engagement
- 3.3 Plan Business Analysis Governance
- 3.4 Plan Business Analysis Information Management
- 3.5 Identify Business Analysis Performance Improvements

### **Chapter 4: Elicitation and Collaboration**

- 4.1 Prepare for Elicitation (Requirements)
- 4.2 Conduct Elicitation
- 4.3 Confirm Elicitation Results
- 4.4 Communicate Business Analysis Information
- 4.5 Manage Stakeholder Collaboration

### **Chapter 5: Requirements Life Cycle Management**

- 5.1 Trace Requirements
- 5.2 Maintain Requirements
- 5.3 Prioritize Requirements
- 5.4 Assess Requirements Changes
- 5.5 Approve Requirements

### **Chapter 6: Strategy Analysis**

- 6.1 Analyze Current State
- 6.2 Define Future State
- 6.3 Assess Risks
- 6.4 Define Change Strategy

### **Chapter 7: Requirements Analysis and Design Definition**

- 7.1 Specify and Model Requirements
- 7.2 Verify Requirements
- 7.3 Validate Requirements
- 7.4 Define Requirements Architecture
- 7.5 Define Design Options
- 7.6 Analyze Potential Value and Recommend Solution

### **Chapter 8: Solution Evaluation**

- 8.1 Measure Solution Performance
- 8.2 Analyze Performance Measures
- 8.3 Assess Solution Limitations
- 8.4 Assess Enterprise Limitations
- 8.5 Recommend Actions to Increase Solution Value

## **Day 2**

### **Chapter 9: Underlying Competencies**

- 9.1 Analytical Thinking and Problem Solving
- 9.2 Behavioural Characteristics
- 9.3 Business Knowledge
- 9.4 Communication Skills
- 9.5 Interaction Skills
- 9.6 Tools and Technology

### **Chapter 10: Techniques**

- 10.1 Acceptance and Evaluation Criteria
- 10.2 Backlog Management
- 10.3 Balanced Scorecard
- 10.4 Benchmarking and Market Analysis
- 10.5 Brainstorming
- 10.6 Business Capability Analysis
- 10.7 Business Cases
- 10.8 Business Model Canvas
- 10.9 Business Rules Analysis
- 10.10 Collaborative Games
- 10.11 Concept Modelling
- 10.12 Data Dictionary
- 10.13 Data Flow Diagrams
- 10.14 Data Mining
- 10.15 Data Modelling
- 10.16 Decision Analysis
- 10.17 Decision Modelling
- 10.18 Document Analysis
- 10.19 Estimation
- 10.20 Financial Analysis
- 10.21 Focus Groups
- 10.22 Functional Decomposition
- 10.23 Glossary
- 10.24 Interface Analysis
- 10.25 Interviews
- 10.26 Item Tracking
- 10.27 Lessons Learned
- 10.28 Metrics and Key Performance Indicators (KPIs)
- 10.29 Mind Mapping
- 10.30 Non-Functional Requirements Analysis
- 10.31 Observation

## **Day 2**

- 10.32 Organizational Modelling
- 10.33 Prioritization

- 10.34 Process Analysis
- 10.35 Process Modelling
- 10.36 Prototyping
- 10.37 Reviews
- 10.38 Risk Analysis and Management
- 10.39 Roles and Permissions Matrix
- 10.40 Root Cause Analysis
- 10.41 Scope Modelling
- 10.42 Sequence Diagrams
- 10.43 Stakeholder List, Map, or Personas
- 10.44 State Modelling
- 10.45 Survey or Questionnaire
- 10.46 SWOT Analysis
- 10.47 Use Cases and Scenarios
- 10.48 User Stories
- 10.49 Vendor Assessment
- 10.50 Workshops

## **Chapter 11: Perspectives**

- 11.1 The Agile Perspective
- 11.2 The Business Intelligence Perspective
- 11.3 The Information Technology Perspective
- 11.4 The Business Architecture Perspective
- 11.5 The Business Process Management Perspective

## **Chapter 12: Basic Introduction to Tools used by BAs**

- 12.1 SQL
- 12.2 Excel
- 12.3 Qlik
- 12.4 Tableau

**Also, there will be several Case Studies, Group Exercises, Role Plays, Best Practices**

**Thanks for your Time**