

## Business Analysis Foundation

**Length:** 3 Days

**Summary:** Whether you are new to business analysis, or are an experienced business analyst or project manager, you need a formal approach on learning and practicing the skills needed to help business clients articulate their needs and wants. This course will illustrate the full business analysis cycle to document the business and stakeholder needs clearly, concisely, and completely, and to learn a repeatable process for verifying that those requirements are included in the final solution. By grasping these core business analysis skills, participants can contribute significantly to successful projects and the products they create.

**Audience:** People that have project experience working with a variety of roles (BA, QA, PM, sponsors) but have not had formal BA training. New business analysts (transferred from the business, or from a different IT job) and have had some formal BA training will also benefit. Experienced BAs and project managers who want a more formal and industry-standard business analysis approach will gain new skills and methods from this course.

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## COURSE CONTENT

### Business Analysis Foundations Course Objectives

- Articulate the key activities and artifacts of a business analyst.
- Increase project success by better defining the business need.
- Plan the requirements effort to ensure optimal productivity.
- Reduce rework by eliciting and discovering requirements correctly the first time.
- Document “good” requirements by writing them clearly, concisely, and completely using simple templates.
- Trace requirements to ensure they link to business value and to manage the requirements throughout the project.
- Reduce gaps in understanding requirements by properly validating and verifying them.
- Use standard, core business analysis process and data models to quickly uncover additional requirements.
- Present a complete “package” to the business for their approval.