Course Content

Course Description:

From enterprise analysis and scope definition to requirements determination and conceptual design, the **Fast Start® in Business Analysis** workshop gives analysts a thorough understanding of the entire Systems Development Life Cycle. Replete with both "hard" and "soft" skills, this three-day course builds a sound strategy for analyzing business processes and demonstrates how to apply concepts and practical techniques within the context of an experiential learning environment. Students emerge from this workshop with a solid foundation of business analysis thinking as well as a greater understanding that doing the right things is just as important as doing things right.

Prerequisites

None

Topics:

Introduction
- Defining Business Analysis
- What is Business Analysis?
- What is a Business Analyst?
- International Institute of Business Analysis (IIBA)
- Business Analysis Body of Knowledge (BABOK)
- Today's Approach to Business Analysis
- The Systems Development Life Cycle
- Approvals

Enterprise Analysis
- What is Enterprise Analysis?
- Enterprise Analysis Activities
- What Has Changed?
- What Information Should We Gather for Enterprise
- Analysis?
- How Should We Collect This Information?
- Types of Information to Collect
- Sources of Information
- How Does Enterprise Analysis Help the Project?
- Real World Application

Requirements, Assumptions and Constraints
- Effective Requirements Practices
- Requirements
- Types of Requirements

- SMART Requirements
- Identifying User Requirements
- Functional Requirements
- Quality of User Requirements
- Quality of Service Requirements
- Assumptions
- Constraints
- Real-World Application

Defining a Solution
- Solution Definition
- System Improvement
- System Redesign
- Review Project Scope
- Conceptual Design Creates Change
- Process Improvement

Defining the Project Scope
- An Approach to Project Definition
- Step One—Identify Issues
- Uses for Issues
- Step Two—Recognize Future Benefits
- Step Three—Identify the Function
- Areas/Stakeholders and Sponsor
- Stakeholder
- The Project Sponsor

- Step Four—Diagram the Functional Flow
- Step Five—Define the Project Scope and Objectives
- Scope Exclusions
- Real World Applications

Procedure Analysis
- Preparing for Analysis
- What Information Should We Gather to Analyze?
- Why Perform Procedure Analysis?
- Definitions
- Performing Procedure Analysis
- Process Flow Modeling
- Why Create Models?
- Symbols used in Process Flow Models
- Swim Lane Diagram
- Guidelines for Creating Swim Lane Diagrams
- Process Scripts
- Old Procedure
- Process Script Procedure
- Real World Application

Interviewing
- Why Interview?
- Preparing for the Interview
- Interviewing Structure
- Question and Listening Techniques
- Listening for Requirements
- Holding the Interview
- Real World Application
- Systems Development
- Organizational Change
- Impact Analysis
- Process Improvement Impact
- Systems Development Impact
- Organizational Change Impact
- Real World Application

Solution Implementation Planning
- Systems Development Life Cycle Review
- Phases for Implementation Planning
- Planning to Implement the Future Changes
- Visualizing the Project Schedule for Implementing
- Step 1—Break the Project Down into Tasks
- Step 2—Assign Resources
- Step 3—Estimate Time
- Step 4—Sequence the Tasks
- Step 5—Chart the Plan
- Real World Application

Management Presentation
- Business Case Decision Package
- What's in this Management Presentation?
- Presentations
- Rehearsal and Practice Run