Business Analysis for Non Business Analysts

Length
2 days

Price
$1760.00 (inc GST)

Overview

Understanding business process, pain points, and opportunities for improvement is everyone's job, even if your title isn't "business analyst". Being able to create efficiencies, reduce costs, and effectively communicate are professional skills that can be used in any position.

Business Analysis for Non Business Analysts will help participants sharpen their ability to think critically, look at the big picture as well as drill down into the details. They will learn how to properly initiate, analyse and develop a conceptual design within a 2 day timeframe. Replete with both "hard" and "soft" skills, this course builds a sound strategy for analysing business processes and demonstrates how to apply concepts and practical techniques within the context of an experiential learning environment.

This course is consistent with the International Institute of Business Analysis' *Guide to the Business Analysis Body of Knowledge* (BABOK® Guide).

Industry Association Recognition

International Institute of Business Analysis (IIBA)

- Credit Hours: 14 hours
- Continuing Development Units (CDUs): 14 CDUs

Skills Gained

Discover How To

- Apply concepts and techniques applicable to any tool or methodology
- Diagnose business process problems and present possible solutions from findings
- Comprehend the "big picture" and the consequence of decisions
- Understand how business analysis thinking can help management
- Collect, document, and organise information
- Identify and document issues through analysis and interviews
- Document requirements
- Develop communication skills

Competencies

- Enterprise Analysis – Define Business Needs, Determine Solution Approach, Define Solutions Scope, Define Business Case
- Business Analysis Planning and Monitoring – Conduct Stakeholder Analysis, Plan Business Analysis Approach, Plan Business Analysis Activities
- Elicitation – Prepare for Elicitation, Conduct Elicitation Activities, Document Elicitation Results, Confirm Elicitation Results
- Requirements Management and Communication – Manage Solution Scope and Requirements, Communicate Requirements
- Requirements Analysis – Organise Requirements, Specify and Model Requirements, Define Assumptions and Constraints, Verify Requirements, Validate Requirements
- Solution Assessment and Validation – Assess Proposed Solution, Assess Organisational Readiness
- Underlying Competencies – Analytical Thinking and Problem Solving, Business Knowledge, Communication Skills, Interaction Skills
- Techniques – Document Analysis, Interviewing, Process Modelling, Scope Modelling

Key Topics

Introduction

- Define Business Analysis and what it means in today's environment
- Recognise the System Development Life Cycle and various approaches

Enterprise Analysis

- Define Enterprise Analysis and state its purpose
- Identify the types and sources of information useful in this level of analysis

Defining the Scope

- Define the current issues and future benefits of the new system
- Identify the functional areas and stakeholders impacted by the issues
- Define the preliminary project scope and objectives

Procedure Analysis

- Define key terms important to procedure analysis
- Analyse a written procedure and associated forms and reports
- Discuss key components and the importance of process modelling
- Create an activity diagram, also known as a "swim lane" diagram
- Decompose activities into further details using a process script

Stakeholder Interviews

- Recognise the importance of stakeholder involvement
- Understand the best techniques for preparing and holding an interview
- Discuss various questioning and listening techniques
- Learn how to recognise and capture stakeholder requirements
- Experience interviewing key stakeholders

Requirements, Assumptions, Constraints

- Define effective requirement practices and SMART requirements attributes
- Identify stakeholder requirements
- Recognise assumptions and constraints

Defining a Solution

- Manage the project scope boundaries and change while defining a solution
- Redesign process, systems, and organisation change

Target Audience

Those who need to learn practical systems thinking: project managers, decision makers, team leads, managers, information technology (IT) professionals, or other business professionals.

We can also deliver and customise this training course for larger groups – saving your organisation time, money and resources. For more information, please contact us on 1800 853 276.

Prerequisites

None