Foundation in Business Analysis

a three-day course

Course Content

Introduction to business analysis
• The rationale for business analysis
• The development of business analysis
• The scope of business analysis
• The responsibilities of a business analyst

Competencies of the business analyst
• The Business Analysis Maturity Model
• The competencies of a business analyst

Business strategy analysis
• The strategic context
• Strategic analysis techniques
• SWOT analysis
• Implementing strategy

The Business Analysis Process Model
• The lifecycle for business analysis
• Creative problem-solving approach
• Stages of the process model
• Deliverables and techniques for each stage

Investigation techniques
• Interviewing and workshops
• Observation approaches
• Scenarios and prototyping
• Quantitative investigation techniques
• Documenting the business situation

Stakeholder analysis and management
• Categorising stakeholders
• Analysing stakeholders
• Stakeholder management

Modelling the business system
• Soft systems methodology
• Documenting business situations
• Business perspectives
• Business activity models
• Business events and business rules
• Performance measures
• Gap analysis
Modelling business processes
- Organisational view of processes
- Value chain and value propositions
- Business process modelling techniques
- Improving business processes

Gathering the requirements
- Requirements engineering framework
- Actors in requirements engineering
- Requirements elicitation
- Requirements analysis
- Requirements validation

Documenting and managing requirements
- The requirements document
- The requirements catalogue
- Types of requirement
- Managing requirements

Modelling requirements
- Modelling functionality
- Modelling data

Delivering the requirements
- Delivering the solution
- Delivery lifecycles – waterfall, V model, incremental, iterative

Making a business and financial case
- The business case in the project lifecycle
- Identifying options
- Assessing feasibility
- Structure of a business case
- Investment appraisal techniques
- Realising the benefits

Implementing business change
- The change management process
- The emotional impact of change