

# Effective Business Analysis

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## Course Description

This workshop is designed to completely cover the fundamentals of business analysis. Organizations must continuously evaluate their business processes and products for potential improvements. Business analysis is a key skill in enabling organizations to succeed.

Participants will discover concepts, tools, and techniques to perform business analysis functions – no matter what their role is in the organization. The course covers ways to effectively define requirements, document existing processes, develop new systems and processes, and build essential personal skills. Participants apply these principles and techniques to case studies and create links to their own work.

This course is updated to aligned with the Project Management's Institute's (PMI) - *A Guide to the Project Management Body of Knowledge - Sixth Edition, (PMBOK® Guide)* and *The PMI Guide to Business Analysis®*, 2017.

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## Who Should Attend?

The workshop is intended for project managers, project team members, business analysts, technical specialists, subject matter experts, and other project stakeholders who would like to learn techniques for collecting and documenting business processes as well as recommending opportunities for change.

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## Importance

Business analysis is a key capability that organizations leverage to define and analyze existing business and systems processes.

Inaccurate requirements gathering consistently ranks in the **top three causes** of project failure, yet only half of organizations have the resources in place to perform this function properly, according to PMI's *Pulse of the Profession®* research.

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## Workshop Objectives

In this course participants will learn to:

- Understand the importance of business analysis to projects
- Understand the qualifications for the Project Management Institute's certification for the Business Analyst – PMI-PBA®
- Define the purpose and benefits of effective business analysis
- Understand common business analysis terms
- Define the role of the business analyst
- Explain the relationship between business analysis and project management
- Develop effective listening, communication and problem-solving techniques
- Define business problems
- Distinguish between requirements and specifications
- Create test scenarios and write test cases
- Write clear business requirements
- Create a process model
- Understand use cases
- Apply business analysis skills by using a case study to: identify goals and objectives, complete a project definition summary, identify risks, perform a stakeholder analysis, determine a solution approach, create a business case, prepare for eliciting requirements and conduct an interview, link requirements to objectives, diagram and analyze an AS-IS process, diagram the TO-BE process, and develop a final solution

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