Business Analysis Professional Development Program

Overview

This 6-day course comprises of the key learnings and outcomes from both the Business Analysis Fundamentals (Level 1) and Business Analysis in Practice (Level 2) courses and is ideal for individuals wanting to undergo both.

Business Analysis Fundamentals – Level 1: This interactive and practical course provides you with proven tools, techniques and processes to help deliver solutions that satisfy stakeholder requirements and deliver expected benefits to the organisation. Our Business Analysis in Practice course, provides practitioners with an in-depth opportunity to develop and evaluate solution requirements that encompass organisational and environment factors such as business processes, systems and organisational culture.

Business Analysis in Practice – Level 2: With a focus on application of tasks, activities and techniques, this course provides practitioners with an in-depth opportunity to develop solution requirements that encompass organisational and environment factors such as business processes, systems and organisational culture.

Key Topics

Module 1

Session 1: Setting the Scene

Course objectives. IIBA certification.

Session 2: Introduction to Business Analysis – Core Concepts

What is Business Analysis? Core competencies of a successful Business Analyst. Working with the *BABOK Guide*

Session 3: Planning Business Analysis Activities

Planning and the *BABOK Guide*. Writing a problem / opportunity statement. Scope modelling.

Session 4: Eliciting and Communication Information

Elicitation and the *BABOK Guide*. Conducting elicitation using collaborative games. Confirming elicitation results and communicating information.

Session 5: Stakeholder Collaboration

Identifying and analysing stakeholders. Categorising stakeholders. Engaging stakeholders through collaboration

Session 6: Strategy Analysis

Strategy analysis and the *BABOK Guide*. Analysing the current state. Defining the future state.

Session 7: Defining Requirements

Requirements and the *BABOK Guide*. Writing effective requirements (taking into account attributes, constraints, business rules and assumptions).

Session 8: Requirements Lifecycle Management

Requirements lifecycle management and the *BABOK Guide*. Overview of tracing and maintaining requirements. Prioritising requirements. Assessing and approving requirements changes.

Session 9: Modelling Requirements

The Requirements Analysis and Design Definition knowledge area. Specifying and modelling requirements. Understanding the difference between: requirements and designs, and matrices and diagrams. Using models to drive requirements.

Session 10: Evaluating Requirements, Designs and the Solution

Evaluating requirements through verification and validation. Recommending a solution using acceptance and evaluation criteria. Evaluating the implemented solution.

Module 2

Session 1: Setting the Scene

Course objectives. IIBA certification.

Session 2: Business Analysis Planning and Monitoring

Overview of the Business Analysis Planning and Monitoring knowledge area. Planning your approach – predictive (e.g. waterfall) versus adaptive (e.g. agile). Identifying and analysing stakeholders. Planning for BA governance and Information Management. Identifying BA performance improvements.

Session 3: Elicitation and Collaboration

Overview of the Elicitation and Collaboration knowledge area. Preparing for and conducting elicitation. Confirming and communicating elicitation results.

Session 4: Strategy Analysis

Overview of the Strategy Analysis knowledge area. Techniques used in Strategy Analysis.

Session 5: Requirements Analysis and Design Definition (RADD)

Overview of the RADD knowledge area. Specifying and verifying requirements using boilerplates, user stories, pre-defined quality characteristics and acceptance criteria. Modelling requirements using a range of techniques such as process models, data models and business rules analysis. Defining design options and recommending a solution based on potential value.

Session 6: Requirements Lifecycle Management

Overview of the Requirements Lifecycle Management knowledge area. Tracing, maintaining, prioritising and reusing requirements.

Session 7: Solution Evaluation

Overview of the Solution Evaluation knowledge area. Measuring solution performance using value attributes, qualitative and quantitative measures. Analysing performance measures. Assessing solution and enterprise limitations that limit the value an implemented solution brings to an organisation. Recommending actions to increase the value of an implemented solution.

This course follows a practical path with participants working on a case study to develop a solution using the most appropriate method (agile / waterfall). This will include practical experience of using a range of techniques and models such as personas, business capability maps, use case diagrams and scenarios, user stories and acceptance criteria, data flow diagrams, state models, and many more...

This course will also focus on managing and improving BA work, so participants will be asked to create supporting artefacts such as risk registers and change control procedures.

Objectives

Business Analysis Fundamentals Level 1: This course provides participants with the fundamental knowledge of the processes and disciplines that enable the delivery of objective requirements that add maximum value to an organisation.

By combining a practical and pragmatic approach to business analysis, aligned with industry standards, this course will provide you with the opportunity to prepare for the International Institute of Business Analysis (IIBA) industry certification Entry Certificate in Business Analysis (ECBA).

Using real-life scenarios will develop your skills, enabling you to put into practice tasks and techniques that allows you to gain general knowledge and practical experience. Undertaking a set of review questions at the end of each session will ensure full understanding of the material covered. It will also serve as a study aid for those who wish to undertake the ECBA certificate.

This course follows a practical path with participants working on a case study to fully define, scope, model, validate and verify a solution based on elicited, prioritised requirements from identified stakeholders.

Business Analysis in Practice Level 2: This course provides participants with a standardised and systematic approach for eliciting, analysing and managing business requirements that form the basis for successful solutions delivered to the organisation.

It uses a real-life case study approach to plan, manage and execute a detailed requirements development process, to successfully manage stakeholders, and to reduce organisational risk by understanding the impact of change across the business. The focus of BA in Practice is to practically apply a range of techniques to common analysis activities. This course can assist in preparation for the Certification of Capability in Business Analysis (CCBA) Certification.

This course follows a practical path with participants working on a case study to develop a solution using the most appropriate method (agile / waterfall). This will include practical experience of using a range of techniques and models such as personas, business capability maps, use case diagrams and scenarios, user stories and acceptance criteria, data flow diagrams, state models, and many more.

This course will also focus on managing and improving BA work, so participants will be asked to create supporting artefacts such as risk registers and change control procedures.

Duration

6 days

3 Days
Business Analysis

AND

3 Days
Business Analysis in Practice

Certification

This course is aligned to the *BABOK Guide* v3.0 knowledge areas and can assist in preparation for the ECBA and CCBA Certifications.

Whilst this program helps prepare you for the ECBA and CCBA certification, additional self-study is required prior to taking the exams. If you are planning to sit the certification exams please speak to your course trainer for direction and study advice.

📖 Learning Outcomes

Successful completion of this course will enable participants to:

» Define the roles and responsibilities of a business analyst

» Articulate underlying competencies to guide them in Business Analysis best practices

» Define core business analysis concepts using the Business Analysis Core Concept Model (BACCM)

» Identify key techniques as appropriate for business analysis activities

» Identify core business analysis activities as they relate to each knowledge area in the *Guide to the Business Analysis Body of Knowledge (BABOK Guide)*

» Demonstrate an awareness and understanding in how to approach business analysis planning, information management and stakeholder engagement

» Demonstrate an awareness and understanding in how to collaborate, communicate and conduct elicitation efforts with stakeholders

» Demonstrate an awareness and understanding in how to manage requirements including prioritising, tracing, managing, changing and approving requirements activities

» Demonstrate an awareness of understanding how to capture current and desired state in a manner that proves alignment to organisational strategy.

» Demonstrate an awareness and understanding of how to ensure that requirements and design meet the desired business need

» Demonstrate an awareness and understanding of how to ensure that value is sought when designing, delivering, implementing and maintaining a solution

» Define, recommend and apply knowledge for the purposes of guiding business analysis activities, managing output delivered by said activities, and managing stakeholder engagement. **(Business Analysis Planning and Monitoring)**

» Apply and recommend a means by which an organisation can effectively obtain goals and objectives through the identification of current state practices and defining future state practices, considering risk and overall change strategy. **(Strategy Analysis)**

» Define, recommend, apply and pragmatically prepare for, conduct, confirm, communicate and collaborate with stakeholders for the purposes of defining and designing requirements to meet a business need. **(Elicitation and Collaboration)**

» Apply and recommend a means by which requirements are to be modelled, verified, validated and supported in a pragmatic architecture that fosters design options and ultimately value in recommended solution options. **(Requirements Analysis and Design Definition)**

» Apply and recommend a course of action using appropriate tasks and techniques necessary to manage requirements from inception through to retirement. **(Requirements Lifecycle Management)**

» Apply and recommend options to ensure that solutions delivered adhere to standards and realise the full potential - as dictated by the solution options recommended and deployed. **(Solution Evaluation)**

» Review and measure the effectiveness of deployed solutions to understand solution and enterprise limitations, which can then be used to recommend opportunities for increased efficiencies. **(Solution Evaluation)**

Course Delivery

As part of PM-Partners' new integrated learning solution, this course offers students the option to attend our bespoke classroom in person or virtually by dialling in from a remote location.

Our accredited, multi-modal trainers will use a comprehensive participant handbook and a dynamic case study delivery approach to provide all participants with an interactive, multi-faceted and challenging learning experience. The case study pursued in the Business Analysis in Practice is a natural follow on from the case study undertaken in our Business Analysis Fundamentals course. Learners will be actively engaged in progressing an initial issue or opportunity into comprehensively modelled, verified and validated business requirements. These requirements are then evaluated and prioritised to produce a recommended solution based on business value.

For group bookings, courses can be customised to suit your requirements and conducted onsite at your premises, at our training centre, or virtually.

Virtual training: You can learn more about our virtual delivery here.

IIBA® Endorsed Education Provider
Endorsed Course™

The IIBA is a non-profit organisation whose vision is to be the leading world-wide professional association that develops and maintains standards for the practice of Business Analysis, and for the certification of practitioners. PM-Partners is an Endorsed Education Provider of IIBA.

IIBA offers formal certifications for professional Business Analysts including Entry Certificate in Business Analysis (ECBA), Certification of Capability in Business Analysis (CCBA) and Certified Business Analysis Professional (CBAP).

Who is this course for?

» Individuals entering the BA profession

» Business Analysts wishing to build on their skills and/or to revisit fundamental business analysis practices

» Business Analysts wishing to formalise their knowledge and gain industry-recognised certification

» Professionals transitioning careers

Participants should:

Be working in a Business Analysis environment or planning to do so within the near future.

Professional Development Units (PDUs)

Participants who have been awarded the Project Management Professional (PMP) credential by the Project Management Institute (PMI) are eligible to earn PDUs for their participation in these courses as follows:

Fundamentals Level 1
21 PDUs (21 Ways of Working)

Practice Level 2
21 PDUs (19 Ways of Working, 2 Business Acumen)

Next Steps

If you are pursuing BA certification, consider taking our 5-day Level 3 CBAP Examination Prep course.

If you would like to know more about the BA role in an Agile environment, then consider taking our AgileBA Foundation Certificate course.

If you would like to know more about taking on a Product Owner role in an Agile environment, then consider taking our Scrum Product Owner Certified (SPOC) course.

Why learn with PM-Partners?

Because we turn your career goals into reality.

Poor project skills are consistently quoted as a key reason for project failure. To be successful in project delivery, it's critical to invest in yourself and the capabilities of your team. This means setting clear goals and making a commitment to continuous improvement.

Certification and training is a vital part of this journey. But you need to know which foot to put forward, and when, to ensure you're heading in the right direction. That's where our expert guidance and support comes in.

Tell us where you want to go

At PM-Partners we start every conversation with the question, 'Where are you trying to go?' We then apply our expertise to show you exactly 'how' to get there.

We believe that having the relevant skills and methodologies is critical to delivery success, and ultimately career success. Depending on your aims, our team of professional development consultants will work closely with you to create a development pathway, or team training program, that aligns with your goals.

Helping to develop professional capabilities for 25 years

Our accredited programs provide certification and development across a range of globally recognised project management and delivery streams.

Each year, our expert facilitators train and certify more than 12,000 people throughout Australia, New Zealand and South-East Asia to best practice standards. All highly qualified practitioners in their field, they draw from real-life scenarios and their own experience to add real value for individuals, teams and organisations.

Our promise to you

PM-Partners is committed to providing industry leading education that is relevant, up-to-date and designed to meet your specific needs.

We offer qualifications in multiple disciplines, including key products in AXELOS' best practice portfolio, such as ITIL®, PRINCE2®, PRINCE2 Agile®, MSP®, MoP®, P3O® and P3M3®; APMG's AgilePM®, AgileBA®, AgilePgM™, Lean Six Sigma, Managing Benefits, Facilitation and Change Management; as well as the Scaled Agile Framework® (SAFe®); and Business Analysis programs from The Australian Chapter of the International Institute of Business Analysis™ (IIBA®), to name a few.

To find out more about how we can help you or your organisation uplift their capability, contact the experts on 1300 70 13 14.

Mike Boutel
Head of Training

Nekta Vamvoukakis
Corporate Training Consultant

Jourdan Clark
Professional Development Manager

Leading the way in training delivery

Our training facilities are equiped with the latest and most innovative technology to bring you the best learning experience.

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Pay just 50% of your course fee now and pay the other 50% 14 days before your course starts. Select invoice on checkout and one of our consultants will call you to arrange your payment plan.

Customer story

Listen to Dominic Cain speak about how he went from being a young Chef to a Programme Director.

> "PM-Partners have been leaders in training and professional certification for over 20 years.

> Our trainers are highly qualified practitioners in their chosen fields. "

SYDNEY OFFICE
Level 5
45 Clarence Street
Sydney NSW 2000
Phone: 1300 70 13 14

MELBOURNE TRAINING CENTRE
Karstens
Level 9, 123 Queens Street
Melbourne VIC 3000
Phone: 1300 70 13 14

MELBOURNE OFFICE
Level 21
459 Collins Street
Melbourne VIC 3000
Phone: 1300 70 13 14

CANBERRA OFFICE
Level 4 & 5
15 Moore Street
Canberra City ACT 2601
Phone: 1300 70 13 14

BRISBANE OFFICE
Level 24
215 Adelaide St
Brisbane QLD 4000
Phone: 1300 70 13 14

SINGAPORE OFFICE
20 Bendemeer Road #03-12
Singapore 339914

Phone: +65 6818 5771

info@pm-partners.com.au | www.pm-partners.com.au

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