

Duration 5 Days

TC 1125

## OVERVIEW

Business strategy execution depends upon developing and implementing the best solution. Success however, relies upon basing the solution on precise requirements to fully address the issue or opportunity within the context of the “whole organisation and environment.”

This 5 day program will provide participants with the necessary Business Analysis knowledge and understanding to transform a one line issue or opportunity to concise, yet comprehensive Business Requirements that add measurable value to the organisation.

Our interactive and practical workshop will take participants through the whole BA process from addressing a business problem to the presentation of the requirements. The workshop provides techniques in comprehensive analysis, business requirements development and the drafting of requirements that contribute to the presentation of a persuasive Business Case. Techniques are also provided for negotiation among different personality types and different stakeholder interests.



## WORKSHOP OBJECTIVES

- Understand the business analysis process and its importance.
- Appreciate the requirements' role and their effects on the project throughout the project lifecycle.
- Understand how to establish parameters for analysis and solution(s): scope, business drivers, and business needs.
- Understand how to analyse at both high and detailed levels.
- Gain mapping and analytical techniques.
- Obtain key business communications skills needed to gather required data.
- Learn effective techniques to gather information.
- Gain analytical techniques to determine root cause of issues.
- Learn techniques to develop potential solutions.
- Obtain analytical techniques to measure and communicate the impact of current situation and effectiveness of proposed solutions.
- Develop skills to create concise business case with measurable benefits based on full understanding of current situation.
- Obtain written and verbal presentation skills in a BA context.

**Please note: This is not a Software/IT Business Analysis Workshop.**

## TARGET AUDIENCE

This workshop is designed for:

- Business Analysts.
- Project Managers.
- Project Office Managers.
- Managers and Team Leaders.
- Consultants.

## DELIVERY

All workshops may be conducted onsite or at our premises, with experienced facilitators providing group and/or individual instruction. Training is provided through hands-on learning, relevant exercises and the provision of a participant handbook containing training materials. Our participants are also entitled to complementary telephone consultation/advice within 60 days of workshop completion.

## ASSESSMENT/ASSIGNMENTS

Assessment of competence is established by observation of contribution and participation during case study exercises and group discussion. Follow-up assignments are not part of this workshop offering, but may be designed and conducted upon request.



The International Institute of Business Analysis (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. PMPartners is an Endorsed Education Provider of the IIBA, and an international sponsor. This course has been specifically endorsed by the IIBA.

## 35 PROFESSIONAL DEVELOPMENT UNITS (PDUs) AWARDED

Participants who have been awarded the Project Management Professional Certification (PMP®) by the Project Management Institute are eligible to earn 35 PDUs for their participation in this workshop.



PM-Partners group is a Global PMI (Project Management Institute) Registered Education Provider.

## CORPORATE BENEFITS

- Implement the most appropriate solution for the issue or opportunity, increasing the return on investment .
- Provide the solid foundation for projects to generate results.
- Allow organisations to begin to create a reputation for consistently successful delivery of project initiatives, through the enhanced capabilities of their Project Managers and Business Analysts.

## INDIVIDUAL BENEFITS

- Participants' requirements will be comprehensive and measurable, assisting executives with good decision making, increasing the rate of successful implementation and returns to the business.
- Participants will leave the workshop with a thorough understanding of the process and disciplines which facilitate the delivery of objective requirements with measurable benefits.
- Participants will be provided with tools, templates and guidance for immediate use back in the workplace.

**COURSE MODULES AND LEARNING OUTCOMES**

**DAY 1**

- **Introduction to Business Analysis**
  - Demonstrate the ability to define business analysis, and its value to the performing organisation.
  - Demonstrate an understanding of the business analysis requirements model.
  - Demonstrate the ability to identify the roles of a business analyst throughout the life of a project.
- **Requirements and Their Role in the Project Life Cycle**
  - Demonstrate the ability to identify the effects of effective and poor requirements throughout the life of a project.
  - Demonstrate the ability to identify the key principles of effective requirements.
- **High Level Project Analysis**
  - Demonstrate the ability to identify the effects of effective and poor requirements throughout the life of a project.
  - Demonstrate the ability to identify the key principles of effective requirements.
- **Map the As-Is Model**
  - Demonstrate the ability to map the Physical and Logical As-Is processes.

**DAY 2**

- **Issue and Risk Analysis**
  - Demonstrate the ability to conduct and document a Root Cause Analysis.
  - Demonstrate the ability to conduct and document a simple risk analysis of the requirements gathering process.
- **Requirements Planning**
  - Demonstrate the ability to write an effective Requirements Gathering Plan.
- **Interviews and Workshops**
  - Demonstrate the ability to determine appropriate face to face mechanisms for extracting information from stakeholders.

**DAY 3**

- **Questionnaire Design**
  - Demonstrate the ability to write an effective questionnaire.
- **Stakeholder Profiling**
  - Demonstrate the ability to identify how personality styles influence stakeholder management.
- **Communicating Effectively**
  - Demonstrate the ability to identify how learning styles influence stakeholder management.

- **Mapping Techniques**

- Demonstrate the ability to select and use tools and methods to extract requirements, and raw data required to write requirements.
- Demonstrate the ability to select and use mapping techniques in the development of effective requirements.

DAY 4

- **Gathering Requirements and Understanding Current State**

- Demonstrate the ability to select and use appropriate tools to understand and quantify the current state.

- **Requirements Development and Analysis**

- Demonstrate the ability to write effective requirements.

DAY 5

- **Conducting structured walkthroughs and peer reviews**

- Demonstrate the ability to plan and conduct effective requirements walkthroughs.

- **Writing skills**

- Demonstrate an understanding of how to write an Executive Summary.
- Demonstrate an understanding of the principles of effective writing.

- **Presentation Preparation**

- Demonstrate the ability to identify the characteristics of effective and poor presentations.

- **Presentation Delivery**

- Demonstrate the ability to enhance personal presentation techniques.

- **Presentation Debriefing and Feedback**

- Demonstrate the ability to manage different types of feedback during presentations.

- **Appendices, Workplace Transference, Next Steps and Course Closure**