



# Project Management Skills for Business Analysts

Duration: 2 days

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

Our trainers are highly qualified, practitioners in their chosen fields. ”

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## Overview

Rare is the project in which a Business Analyst (BA) does only business analysis work. In today's lean environments Business Analysts are often expected to conduct some project management activities, or at the very least need to know how to work effectively within a project environment.

In today's rapidly changing market place it is also common practice for professionals to study related disciplines with a view to pursuing complementary qualifications to further their career or indeed to pursue a new career.

Our interactive course provides you with proven techniques, tools and processes to work effectively as a Business Analyst within a project environment or to act as a Project Manager in order to deliver projects within specification, on time and on budget.

The course is aligned with the Project Management Body of Knowledge (*PMBOK® Guide*), current research and best practice industry standards, as well as drawing upon the extensive experience of PM-Partners group's extensive and continuing involvement in assisting organisations to achieve rapid results in project delivery capability.

## Course Objectives

This course provides participants with the essential knowledge and skills to both manage a project end-to-end, and / or be an effective and valuable member of the project team.

It covers the fundamental steps in every project's life cycle and uses a real life case study approach to follow a project from conception through to completion and final review. The focus is on immediate and direct knowledge transfer to the workplace.

Successful completion of this course will enable participants to:

- » Effectively integrate business analysis activities into a Project Framework
- » Undertake specific project management activities to support the Project Manager
- » Take on the role of Project Manager in smaller projects

# Project Management Skills for Business Analysts

## Who should attend?

This course is designed for BAs who:

- » Already undertake project management activities in an informal capacity.
- » Wish to broaden their understanding of the project management framework, its essential disciplines, and how they relate to business analysis activities.
- » Are moving into a formal project management role, or will be working for a Project Manager.

## Prerequisites

BAs should be working in a project environment or plan to do so in the near future.

## Course Summary

### **Business Analysis versus Project Management**

Key activities undertaken by Business Analysts and Project Managers. Examining different skills required for each role.

### **Introduction to projects**

Factors that contribute to project failure or success. Project management disciplines and processes that ensure repeatable delivery success. The triple constraint principle.

### **The project life cycle**

The importance of following a project life cycle. Phase activities, milestones and gates. BA activities within the project lifecycle. Identifying phase deliverables.

### **Project planning**

Scoping the project. Scheduling and managing work via the work breakdown structure and critical path. Developing estimates. Applying risk management techniques.

### **Project implementation and control**

Tracking and controlling the project using baselines and change control management. Procurement planning, vendor selection and management. Managing project quality.

### **Closing the project**

Conducting formal project closure and post implementation reviews. Gathering, documenting and assimilating lessons learnt.

## Course Delivery

Trainers of this course will use a practical delivery approach to provide participants with a 'hands-on', multi-faceted and challenging learning experience.



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.**

This course can be held on-site or at our premises. All courses can be customised to suit your requirements.

**Materials:** A comprehensive participant handbook is provided, which includes a set of completed sample project management documents.