



# Business Analysis Fundamentals

(Level 1 – ECBA™ Certification Preparation Course)

Duration: 3 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. ”

## Sydney Training Centre

Level 5, 45 Clarence Street  
Sydney NSW 2000  
P: 1300 70 13 14  
www.pm-partners.com.au  
info@pm-partners.com.au

## Melbourne Training Centre

Saxons  
Level 8, 500 Collins Street  
Melbourne VIC 3000  
P: 1300 70 13 14

## Singapore Training Centre

20 Bendemeer Road #03-12  
Singapore 339914  
P: +65 6818 5771  
www.pm-partners.com.sg  
info@pm-partners.com.au

## Overview

Business strategy execution depends upon developing and implementing solutions that provide demonstrable value to an organisation. Optimal value however can only be realised when solutions are based on precise requirements that fully address an issue or opportunity within the context of the “whole organisation and environment.”.

Our three-day 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.

Aligned with *A Guide to the Business Analysis Body of Knowledge® (BABOK® Guide)*, current research, and best practice industry standards, this course enables business analysts to effectively undertake their role and to gain an appreciation of the knowledge areas required for the Entry Level Certification in Business Analysis™ (ECBA™) certificate.

## Objectives

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 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.

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

# Business Analysis Fundamentals

## Who should attend?

This course is designed for:

- Individuals entering the BA profession
- BAs wishing to build on their skills and/or to revisit fundamental business analysis practices
- Business Analysts wishing to formalise their knowledge as part of their journey to gaining industry-recognised certification
- Professionals transitioning careers
- Project Managers, Project Sponsors or others who wish to broaden their understanding of the Business Analysis end-to-end process
- Functional managers who are not BAs but manage them

## Prerequisites

To achieve the greatest benefit from participation in this course, participants should be working in a Business Analysis environment or planning to do so within the near future.

## Next Steps

Whether you are pursuing certification or choosing to increase your level of business analysis competency, consider taking our 3-day Business Analysis in Practice (Level 2: CCBA®) Course and / or our 5-day Level 3: CBAP® Examination Prep Course.

## Development Units

Participants who have been awarded the Project Management Professional (PMP)® credential by the Project Management Institute (PMI)® are eligible to earn **21 PDUs** for their participation in this course (21 Technical).

## 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 *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

## Course Delivery

Our accredited trainers will use a comprehensive participant handbook and a dynamic case study delivery approach to provide participants with a 'hands-on', multi-faceted and challenging learning experience.

Participants will be actively engaged in progressing an initial issue or opportunity statement into documented and validated business requirements.

Courses are facilitated by our expert team and can be conducted onsite, at our premises or virtually. All courses can be customised to suit your requirements.

**Virtual Training:** Our virtual training is streamed live (not pre-recorded) with an accredited trainer in real-time – otherwise referred to as Virtual Instructor Led Training (VILT). Our trainers are based in real training rooms complete with audio visual equipment. We apply best practices incorporating a modular approach with frequent activities, visual engagement, appropriate pace and relevant dynamic learning to add value.

**Materials:** A comprehensive participant handbook is provided.

## Certification



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 ECBA, Certification of Competency in Business Analysis™ (CCBA®) and Certified Business Analysis Professional™ (CBAP®). This IIBA endorsed course is aligned to the *BABOK® Guide v3.0* knowledge areas and will assist in your preparation for the ECBA™ certification.

# Business Analysis Fundamentals

## Key Topics

### 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.

*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.*