

Business Analysis Fundamentals

Level 1 – ECBA™ Certification
Preparation Course





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

Course duration: 3 days

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.

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.

Exam & Certification

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.

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.

IIBA offers formal certifications for professional Business Analysts including ECBA, Certification of Capability 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.

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: **21 PDUs (21 Ways of Working)**

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

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

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

- **Hybrid training:** You can learn more about our hybrid training visiting www.pm-partners.com.au/hybrid-classroom
- **Materials:** A comprehensive participant handbook is provided.



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.



Who is this course 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

Participants should:

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

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



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](#).

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 PeopleCert's best practice portfolio, such as ITIL®, PRINCE2® Project Management, PRINCE2® Agile Project Management, PRINCE2® Programme Management, Prince2® Portfolio Management, and P3O®; APMG's AgilePM®, AgileBA®, AgilePgM™, Lean Six Sigma, Managing Benefits 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.



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Customer story

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



vimeo.com/pmpartners/customer-story



Excellent training delivery, kept everyone engaged and active. Great background knowledge and industry insight.

- Jessica Miriklis



This is an amazing course, and I like that the trainer gives us tips beyond the textbook and shares modern knowledge.

- Haixia Ren



Fantastic course, led by an extremely knowledgeable facilitator.

- Mikaela O'Brien



Overall great experience and very well organised with excellent facilities.

- Sudhanshu Gulati



The trainer was excellent, well prepared and brought in his own experience to really value add to a great course.

- Adrian de Bear

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