Advanced Business Analysis (Duration 3 days)

Overview

The Advanced Business Analysis course is an intensive workshop deep diving into the core competencies of a business analyst. The course is a blend of theoretical content with the real-life experience of a Lead Business Analyst practitioner. Throughout the course, you will learn about the more complex aspects of business analysis and the key skills/techniques using a combination of instructor lead presentations and practical workshop activities.

Learning Objectives

- Understand the key knowledge, tools, techniques & skills of a Senior Business Analyst

- Obtain planning and estimating skills for business analysis activities

- Gain an understanding of how to develop a Requirements plan (Information and Governance).

- Understand different requirements elicitation techniques

- Gain an appreciation of requirements analysis and documentation including requirements modelling techniques

- Appreciate the importance of managing requirements and communicating change throughout the product lifecycle

Course Outline

Business Analysis Core Concept Model

Needs Assessment

BABOK – Top Down/Bottom-Up approach

Business Analysis Planning and Monitoring
- ➢ Overview
- ➢ Core Concept Model in BA Planning
- ➢ Plan Business Analysis Approach
- ➢ Plan Stakeholder Engagement
- ➢ Plan Business Analysis Governance
- ➢ Plan Business Analysis Information Management
- ➢ Identify Business Analysis Performance Improvements
- ➢ Techniques
    - ▪ Business Analysis Estimation
    - ▪ Stakeholder Lists, Maps, and Personas
    - ▪ Decomposition Models
    - ▪ Product Backlog
    - ▪ Rolling Wave Planning
    - ▪ Work Breakdown Structures
- ➢ Exercise – Plan the BA approach to the scenario.

Elicitation and Collaboration
- ➢ Overview
- ➢ Core Concept Model in Elicitation and Collaboration

- ➢ Prepare for Elicitation
    - ▪ Elicitation Activity Plans
    - ▪ Risk Analysis and Management
- ➢ Conduct Elicitation
    - ▪ Collaborative Elicitation
        - • Process Modelling
        - • Mind Mapping
        - • Workshops
        - • Collaborative Games
    - ▪ Research Based Elicitation
        - • Data Mining
        - • Business Rules Analysis
        - • Surveys and Questionnaires
    - ▪ Experimental Elicitation
        - • Prototyping
- ➢ Confirm Elicitation Results
    - ▪ Confirm elicitation results against source information (Document Analysis)
    - ▪ Interviews
- ➢ Communicate Business Analysis Information
    - ▪ Formal Documentation
    - ▪ Informal Documentation
    - ▪ Presentations
- ➢ Manage Stakeholder Collaboration
    - ▪ Gaining and maintain agreement on commitments
    - ▪ Monitoring stakeholder engagement
    - ▪ Collaboration

Requirement Life Cycle Management
- ➢ Overview
- ➢ Core Concept Model in Requirements Lifecycle Management
- ➢ Overall Process
- ➢ Trace Requirements
    - ▪ Process Traceability
    - ▪ Software Traceability
    - ▪ Traceability Rules
    - ▪ Traceability Repository
- ➢ Maintain Requirements
    - ▪ Maintain Requirements
    - ▪ Maintain Attributes
    - ▪ Reuse Requirements
- ➢ Prioritise Requirements
    - ▪ Benefits
    - ▪ Penalties
    - ▪ Cost
    - ▪ Risk
    - ▪ Dependencies
    - ▪ Time Sensitivity
    - ▪ Stability
    - ▪ Regulatory or Policy Compliance
- ➢ Techniques
    - ▪ Backlog Management
    - ▪ Decisions Analysis
    - ▪ Impact Mapping
- ➢ Assess Requirements Changes
- ➢ Approve Requirements

Strategy Analysis
- ➢ Overview
- ➢ Core Concept Model in Strategy Analysis
- ➢ Analyse Current State
  - ▪ Business Needs Assessment
  - ▪ Business Model Canvas
  - ▪ Metrics
- ➢ Define Future State
  - ▪ Benchmarking
  - ▪ Business Goals and Objectives
  - ▪ Solution Scope
  - ▪ Constraints
  - ▪ Organisational Structure and Culture
  - ▪ Capabilities and Processes
  - ▪ Technology and Infrastructure
  - ▪ Potential Value (NPV, IRR, ROI)
- ➢ Assess Risks
  - ▪ Risk tolerance
  - ▪ Risk Analysis and Management
- ➢ Define Change Strategy
  - ▪ Enterprise Readiness Assessment
  - ▪ Transition States and Release Planning
- ➢ Business Case Development

Requirements Analysis and Design Definition
- ➢ Overview
- ➢ Core Concept Model in Strategy Analysis
- ➢ Analysis using a Requirements Model
  - ▪ Business Process Model
  - ▪ Writing Business Requirements
  - ▪ Functional Requirements with a Use Case Model
  - ▪ Business Domain Model
  - ▪ Interface Model
  - ▪ Non-functional Requirements
- ➢ Assumptions and Constraints
- ➢ Agile Techniques
  - ▪ Agile Ceremonies – Stand-ups, Sprint Planning, Backlog Management, Retrospectives
  - ▪ Personas
  - ▪ Epics
  - ▪ User Stories
  - ▪ Story Decomposition