

# Business Analysis within a Project Environment

## INTRODUCTION

- Today's organisation deals with ever increasing levels of complexity and the ever increasing speed of change. In order to achieve maximum effectiveness managers must continually sharpen their skills.

In this Business Analysis within a Project Environment training course you will study how to:

- Understand and apply best practices of the business analysis discipline
- Conduct a business-needs analysis to elicit stakeholder requirements
- Utilise methods, tools and techniques to identify issues and opportunities
- Develop effective requirements and communication plans
- Prepare, manage and implement solution assessment and validation

## PROGRAMME OBJECTIVES

- Understand how a business analyst acts as an intermediary managing the interests and needs of both the business / project management and IT communities
- Learn how to use a systematic approach based on "A Guide to the Business Analysis Body of Knowledge® (BABOK® Guide)" Version 2.0
- Understand and apply the systematic framework for conducting business analysis activities through the phases of the business analysis life cycle
- Provide best practices and theory with practical tools and techniques that can be applied immediately in your own organization

## WHO SHOULD ATTEND?

This training course is useful for anyone who needs to understand or apply knowledge and skills from the business analysis discipline.

- Project managers who want to better understand the role of business analysis and business analysts within a project
- Business analysts who want to develop their ability to contribute within a project
- Project personnel and stakeholders seeking to advance their careers who desire to strengthen their professional abilities including:
  - Functional Managers
  - Developers and Testers
  - Systems Analysts

## TRAINING METHODOLOGY

- Participants will learn by active application of methods, tools and techniques presented throughout the Business Analysis within a Project Environment training course. The sessions contain focused input from the training course leader, combined with practical sessions enabling delegates to apply the methods and tools to exercises and case studies drawn from a range of industries. The training course caters for different learning style preferences through group work; individual work, participant discussion, facilitator interaction and self reflection.

## PROGRAMME SUMMARY

- This Business Analysis within a Project Environment training course covers the essential skills that are necessary for the effective contribution from the business analysis discipline to a project. The programme begins with consideration of business analysis skills within a project context. It then moves to consider tools for requirements analysis and the critical skills that are needed for an effective business analyst, including prioritization, analytical thinking and conflict resolution.

## PROGRAM OUTLINE

### Business Analysis Planning & Monitoring

- Business Analysis and Project Management contexts
- Key Concepts and Knowledge Areas
- Introduction to Tasks and Techniques
- Sources of Business Analysis Information
- Business Analysis as part of a Project Plan
- Identify, analyse and communicate with relevant Project Stakeholders
- Determining activities, deliverables, resources and measures
- Define how to approve requirements and manage scope changes
- How to track, assess, and report on the quality of work

## Requirements Elicitation Management & Communication

- How to ensure requirements are clear, correct and consistent
- How to draw information out of stakeholders
- Recording and confirming the information provided by stakeholders
- Managing Stakeholder Consensus for Scope & Requirements
- Manage objectives, requirements, deliverables, & components relationships
- Manage post-implementation knowledge of requirements
- Ensure requirements are understood, and usable, by stakeholders
- Managing productive workshops and making effective presentations

## Enterprise Analysis & Requirements Analysis

- Identify and define why organisational change is required
- Identifying Needs for New Capabilities
- Defining solution scope and prepare the business case
- Does the Business Case justify investment required to deliver proposed solution
- Prioritizing and Organizing Requirements
- Specifying and Modelling Requirements
- Defining Assumptions and Constraints
- Verifying and Validating Requirements
- Solution Assessment & Validation

## Developing Business Analysis and Project Capabilities

- Analytical Thinking and Problem Solving
- Behavioural Characteristics
- Business Knowledge
- Communication Skills
- Interaction and Conflict Resolution Skills
- Risk, responsibility, and skills analyses
- Time Management
- Case Study

## Business Analysis and Project Management

- Project Scope, Schedule and Metrics
- Team Development
- Power and Influence
- Business Analysis in a Project Environment
- Personal Planning
- Commitment to Action