

Business Analysis – Plan, Gather and Document Business Requirements

“Keep It Simple, Go Fast Series”

BLCN Business Analysis course:

- Provides participants the necessary skills to properly plan, analyze, gather and document business requirements / create user stories.
- Is valuable to business analysts, business leads and IT team members that will lead requirements related sessions.

Participants will:

- Use their own project scenarios for the course exercises, which will reinforce the content and enhance their skills.

Realize the benefits when:

- Quality requirements lead to complete system specifications and test scenarios, which will mitigate expensive rework, frustration and project failure.



Learning Objectives

- Describe the role of the Business Analyst and know how to effectively plan the efforts
- Know how to use 10 common modeling tools
- Know how to use 9 common elicitation techniques and when to use them
- Understand the different type of requirements and how to best write them
- Learn about 4 different validation techniques
- Learn how to position the approach for Commercial-Off-The-Shelf software projects

Modeling Tools: Organization, Business Interface, Location, Timeline, Functional Decomposition, High Level Work Flow, Swim Lane, System, Use Case and Logical Data Models.

Elicitation Techniques: Research, Observation, Verbal Protocols, Interviews & Questioning Techniques, Questionnaires, Focus Groups, Brainstorming, Joint Application Design and Prototyping techniques.

Course content aligns with the IIBA Business Analysis Body of Knowledge (BABOK®) and PMI, A Guide to the Project Management Body of Knowledge (PMBOK®)

The course pays for itself if one participant gathers quality requirements more effectively!

Course Topic Outline *

- **Overview:**
 - What is Business Analysis?
 - Job Roles and Stakeholder Analysis
- **Develop a Requirements Work Plan (RWP)**
 - Elements of an Effective RWP
 - Triple Constraints and Scope Change Control
 - Assess Facilitation Risk
- **Modeling Techniques**
 - Why Model?
 - 10 Common Models
 - Benchmarking
- **Requirements Elicitation**
 - Questioning Techniques
 - 9 common Elicitation Techniques
 - Characteristics of Quality Facilitation
- **Documenting Business Requirements**
 - Business Rules vs. Requirements
 - Types of Requirements
 - Writing Techniques
 - Business Requirements Document (BRD)
 - Commercial-Off-The-Shelf (COTS)
 - Agile/Scrum User Stories
- **Validation Techniques**

*Options: 1, 2, or 3-day deliveries. Participants will receive a course binder and a softcopy Business Requirements template.

Contact BLCN about course details, our partner training offerings and other combined training options.