# Business Analysis in Practice

## Curriculum

### Module 1: Business Analysis Overview
- Overview & Scope of Business Analysis
- Role of a Business Analyst
- Business Analyst Competencies
- IIBA Certification Overview
- Business Analysis Stages – Pre IT Project, During IT Project and Post – IT Project

**Activities**
- Discussion: Participants on Their Understanding of Business Analysis
- Discussion: Real Life Examples of Business Analysis Stages

### Module 2: Types of Requirements
- What are “Requirements”?
- Requirements Categorization: Business, Stakeholder, Solution, Transition Requirement
- Hierarchy of Requirements

**Activities**
- Exercise: Analyze a Case Study and Identify Different Types of Requirements

### Module 3: Strategy Analysis
- Define, Understand & Execute Strategy
- Triggers that Generate Business Need
- Steps in Strategic Enterprise Analysis
- Current vs Future State

**Activities**
- Exercise: SWOT Analysis for Capability Assessment for a Case Study
- Discussion & Demo: Value Stream Mapping

### Module 4: Business Analysis Process
- Understand the Business Analysis Process
- Steps in Business Analysis
- Stakeholder Analysis & Management

**Activities**
- Discussion: With Participants about Overall BA Process
- Exercise: Identifying Stakeholders from a Given Case Study

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MODULE 5: BA PLANNING

- Basis for Variation: Business Analysis Approach, Stakeholder Complexity, Project Complexity
- Factors Impacting BA's Tasks in a Project - Process, Deliverables, Techniques and Activities
- Waterfall Methodology (SDLC)
- Agile Manifesto
- Finalize Business Analysis Approach
- Role & Responsibilities for BA in Agile / Scrum Project
- Stakeholder Identification & Analysis

ACTIVITIES

- Exercise: Prepare BA Plan for a Case Study
- Exercise: Prepare RACI Matrix for a Case Study

MODULE 6: WRAP UP

- Summary & Wrap-up for Day 1
- Questions from Participants

ACTIVITIES

- 10 Question Assessment for Day 1

MODULE 7: REQUIREMENTS ELICITATION

- Elicitation Process
- Steps Prior to Requirements Gathering
- Elicitation Techniques with Pros and Cons of Each
- Guidelines for Effective Elicitation
- Elicitation Documentation
- Typical Risks for Business Analysts

ACTIVITIES

- Exercise: Elicitation Role Play using Case Study
- Discussion: Various Elicitation Techniques
- Exercise: Identifying Suitable Elicitation Techniques for Handling Real Life Scenarios
MODULE 8: REQUIREMENTS ANALYSIS

- Requirements Prioritization - Importance, Techniques and Challenges
- Requirements Verification & Validation
- Characteristics of Good Quality Requirements
- Requirements Modeling & Documentation
- ULM Diagrams, Use Case Diagrams & Prototyping

ACTIVITIES

- Exercise: Requirements Prioritization for a Case Study
- Exercise: Review a Case Study based Requirement Document using Requirements Review Checklist
- Exercises on Requirements Modeling using a Case Study: Process Improvement, Use Case Modeling, Data Dictionary
- Discussion: BRD & its Contents

MODULE 9: WRAP UP

- Summary & Wrap-up for Day 2
- Questions from Participants

ACTIVITIES

- 50 Question Assessment
- Individual Skill Assessment by Trainer

POST TRAINING INTERVENTIONS

A BRD template will be provided to participants. Based on below information and exercises, learners will develop a sample BRD. This will be emailed to the faculty 2 weeks after the workshop, following which learners will receive individual, detailed evaluation of their BRD submission.

- **Process Modeling**
  Review the case study, analyze the As-Is process, identify opportunities for improvement and model the To-Be process

- **Use Case Modeling**
  Review the case study to identify actors and actions. Model the use case diagram for the identified elements

- **Data Dictionary**
  Review the case study to identify data entities, attributes and description. Create a data dictionary based on the analysis