



Structure

The focus of the course is to learn and discuss Business Analysis, its tasks and techniques used in the industry. We emphasize on interactive sessions where students, led by the trainer having many years of practical experience in the industry will learn the topics by taking part in the sessions in a forum like discussions about the topic of the day rather than the trainer delivering a lecture to a bored audience as is the order of the day for most training classes. Classes are incremental which means each class takes off from where it was left from the previous day. Attending all classes is strongly advised.

Duration:

Approximately 30 hrs of class time.

Timings:

All week nights except Friday, 6 PM to 7.30 PM EST – To be finalized in the introductory session

Material:

Power Point presentations and notes will be shared after the class for future reference.

Format:

Classes are delivered online using Gotomeeting software.

Placement Assistance:

We are a placements agency and specialize in placing candidates in projects. We monitor the progress of trainees in the classes and offer contract based projects to trainees who do well in classes. We help them in preparation of resumes. We conduct mock interviews for them to help prepare for the actual client interviews down the line.

Access to future classes:

Students who feel they could not get the benefit of the classes to the fullest can attend future classes after they finish their current classes with a nominal cost. Access will be provided on a case to case basis.

Certifications: Assistance to prepare for the certification exams is offered during the classes and also after the classes is completed. Guidance and advice on the best certification for the individual is offered and links to registration and scheduling will be provided.



Expectations from participants:

Attendance : We expect a 100 % attendance. This helps the trainer to focus on classes rather than spending time with students who miss classes.

Certification: Students are advised to register for IIBA certifications while still taking part in the classes and schedule them with not much gap after they complete the course. Certifications add value to the resume and give confidence to the candidate to face the client interviews. They also motivate the students to cover all the objectives of the certification, some of which may be covered during the course.

Assignments: Completion of assignments given in the class in a timely manner is very important. This gives the students an opportunity to verify their understanding of the topics covered during the classes. They can also be creative and offer their own solutions and get feedback from the evaluators who are experienced in the industry and offer constructive feedback. Completion of assignments also provides us to identify students who are ready for placements.

Etiquette: We will offer forums for discussions but advise the students to not be critical or argumentative with other students. Proper online etiquette is offered and expected.

Content:

This course contains a description of generally accepted practices in the field of business analysis. It will serve as a baseline that practitioners can agree upon in order to discuss the work they do and to ensure that they have the skills they need to effectively perform the role. It is a framework that describes the business analysis tasks and that must be performed in order to understand how a solution will deliver value to the sponsoring organization. We will also discuss the various techniques used by a business analyst to perform the required tasks.

List of topics to be covered:

1. Introduction

- What is Business Analysis?
- Key Concepts
- Tasks
- Techniques used to perform each task

2. Business Analysis Planning & Monitoring

- Plan Business Analysis Approach
- Conduct Stakeholder Analysis
- Plan Business Analysis Activities

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DOING IT RIGHT



- Plan Business Analysis Communication
- Plan Requirements Management Process
- Manage Business Analysis Performance
- Techniques

3. Elicitation

- Prepare for Elicitation
- Conduct Elicitation Activity
- Document Elicitation Results
- Confirm Elicitation Results
- Techniques

4. Requirements Management & Communication

- Manage Solution Scope & Requirements
- Manage Requirements Traceability
- Maintain Requirements for Re-use
- Prepare Requirements Package
- Communicate Requirements
- Techniques

5. Enterprise Analysis

- Define Business Need
- Assess Capability Gaps
- Determine Solution Approach
- Define Solution Scope
- Define Business Case
- Prioritize Requirements
- Organize Requirements
- Techniques

6. Requirements Analysis

- Specify and Model Requirements
- Define Assumptions and Constraints
- Verify Requirements
- Validate Requirements
- Techniques

7. Solution Assessment & Validation

- Assess Proposed Solution
- Allocate Requirements
- Assess Organizational Readiness



- Define Transition Requirements
- Validate Solution
- Evaluate Solution Performance
- Techniques

8. Underlying Competencies

- Analytical Thinking and Problem Solving
- Behavioral Characteristics
- Business Knowledge
- Communication Skills
- Interaction Skills
- Software Applications
- Other Remaining Techniques