

**Duration 2 Days**

**TC1145**

## OVERVIEW



Rare is the project in which a Project Manager does only project management works. In today's lean environments Project Managers are often expected to conduct some Business Analysis activities, and at the very least need to know how to work effectively with a BA.

This two day workshop introduces Project Managers and other project staff to the fundamental aspects on Business Analysis, with a view to effectively working alongside their professional cousins.

## WORKSHOP OBJECTIVES

This course will provide participants with a working knowledge of:

- The fundamentals of Business Analysis
- The role of a Business Analyst in any given project
- A robust Requirements Gathering Plan
- Fundamental Business Analysis tools
- The principles of effective requirements

## TARGET AUDIENCE

This workshop is designed for:

- Project Managers
- Project Office Managers
- Managers and Team Leaders
- Project Team Members
- Consultants

## DELIVERY

All workshops may be conducted onsite or at our premises, with experienced facilitators providing group and/or individual instruction. Training is provided through hands-on learning, relevant exercises and the provision of a participant handbook containing training materials. Our participants are also entitled to complementary telephone consultation/advice within 60 days of workshop completion.

## ASSESSMENT/ASSIGNMENTS

Assessment of competence is established by observation of contribution and participation during case study exercises and group discussion. Follow-up assignments are not part of this workshop offering, but may be designed and conducted upon request.



The International Institute of Business Analysis (IIBA) is a non-profit organisation whose vision is to be the leading world wide professional association that develops and maintains standards for the practice of business analysis, and for the certification of practitioners. PMPartners is an Endorsed Education Provider of the IIBA, a Charter Member and an international Associate Sponsor. This course has been specifically endorsed by the IIBA.

**14 PROFESSIONAL DEVELOPMENT  
UNITS (PDUs) AWARDED**

PMPartners is a Global PMI (Project Management Institute) Registered Education Provider.



Participants who have been awarded the Project Management Professional Certification (PMP®) by the Project Management Institute are eligible to earn 14 PDUs for their participation in this workshop.

**CORPORATE BENEFITS**

- Implement the most appropriate solution for the issue or opportunity, increasing the return on investment.
- Provide the solid foundation for projects to generate results.
- Allow organisations to begin to create a reputation for consistently successful delivery of project initiatives, through the enhanced capabilities of their Business Analysts and Project Managers.

**INDIVIDUAL BENEFITS**

- Participants' Business Cases will be comprehensive and measurable, assisting executives with good decision making, increasing the rate of successful implementation and returns to the business.
- Participants will leave the workshop with a thorough understanding of how to work effectively with Business Analysts, delivering measurable benefits.
- Participants will be provided with tools, templates and guidance for immediate use back in the workplace.

**COURSE MODULES**

- **Introduction to Business Analysis**
  - What is Business Analysis?
  - Business Analysis Requirements Model
  - Business Analysis activities in each phase of the project
  - Business Analysis skills
  - Business Analysis and Project Management
  - The basis of project management
- **Requirements and their role in the Project Life Cycle**
  - Requirements definition
  - Poorly defined requirements
  - Introduction to effective requirements principles
- **The BA's role in project definition**
  - Defining the project objectives
  - Defining business drivers
  - Defining scope and creating a vision for change
  - Tools, techniques and models
- **Validating a Requirements Gathering Plan**
  - Planning for in depth analysis
  - The planning process
- **Business Process Re-engineering**
  - The Business Process Re-engineering model (BPR)
  - Business Analysis and the BPR
- **Basic Business Analysis tools**
  - Interpreting flow charts and notation conventions
  - Introduction to Use Case diagrams
  - Functional decompositions
- **Principles of effective requirements**
  - Requirements categories
  - Criteria for effective requirements
  - Review and validation of sample requirements
  - Requirements Traceability Matrices
- **Templates**
  - Solution Requirements Document