

Duration 2 Days



TC1147

OVERVIEW

Rare is the project in which a Business Analyst does only Business Analysis works. In today's lean environments Business Analysts are often expected to conduct some Project Management activities, and at the very least need to know how to work effectively within a project environment.

This two day workshop introduces Business Analysts and those undertaking Business Analysis works to the fundamental aspects on Project Management, with a view to effectively working alongside their professional cousins.

The workshop refers to the Project Management Body of Knowledge (PMBok®) and current research, as well as drawing upon the extensive experience of PMPartners' involvement in managing projects.



WORKSHOP OBJECTIVE

This course will provide participants with a working knowledge of:

- The nature of the complex relationship between Project Management and Business Analysis
- How to integrate the planning of all Business Analysis works into the Project Management Plan
- How to manage, monitor and control Business Analysis works
- How to close a project
- How to manage the Benefits Realisation process

TARGET AUDIENCE

This workshop is designed for:

- Business Analysts wishing to formalise their skills or to revisit fundamental principles.
- Staff who undertake some Business Analysis works who wish to broaden their understanding of the Project Management Framework and disciplines.
- Technical specialists/engineers moving into a Business Analysis role.
- Business Analyst stakeholders wishing to gain an understanding of, and appreciation for Project Management disciplines, philosophy and tools as they relate to Business Analysis works.

PREREQUISITES

Participants should currently be working in a project environment or planning to do so in the near future.

PRE-COURSE WORK

There is currently no pre-course work for this programme

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LEARNING OUTCOMES & FACILITATION

Successful completion of this course will enable participants to:

- Assimilate essential tools and disciplines for planning and controlling project streams effectively
- Scope a project and create a reliable schedule
- Understand how to identify, manage and control change throughout a project
- Manage pitfalls in estimating
- Make successful cost/schedule/scope trade-offs
- Create schedules, manage resources, track and control project plans.
- Manage stakeholder expectations and communication
- Manage the Benefits Realisation process

Facilitators of this workshop will use a case study delivery approach to provide participants with a 'hands-on', multi-faceted and challenging learning experience.



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, and an international sponsor. This course has been specifically endorsed by the IIBA.



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.

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. Our participants are also entitled to complementary telephone consultation/advice within 60 days of workshop completion.

All workshops can be customised to suit your requirements, using a project scenario from your workplace as a case study.

Optional training modules can be added to or removed from this course:

- Additional 3rd day to cover more advanced aspects of project management.
- Additional 3rd day overview of Microsoft Project – a powerful tool for helping you to plan and control your projects.
- Reduction of content depth for delivery over 1 day.

ASSESSMENT/ASSIGNMENTS

By observation of contribution and participation during case study exercises and group discussion. Thorough debriefing follows all of the workshop exercises, allowing participants' questions to be answered and facilitating practical and useful discussion. Follow-up assignments are not part of this workshop offering, but may be designed and conducted upon request.

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Workshop Content Summary

- Reasons for Project Success
 - Evaluating projects and identifying criteria for success
- What is a Project & Project Management?
 - Defining a project
 - Project Management Parameters – ‘Principle of Triple Constraint’
 - Critical skills for successful project management
 - Stakeholder identification and expectation management
- The Project Lifecycle
 - Examining lifecycles and their significance within a project environment
 - Examining phase activities, milestones & gates
 - Requirements and their role in the Project Lifecycle
- Planning The Project
 - Defining the Project – Project Scoping
 - Creating the Work Breakdown Structure and scheduling
 - Understanding the Critical Path and how to control it
 - Successful estimating & cost management techniques
 - Introduction to Risk Management
 - Project Baselineing
- Managing & Controlling The Project
 - Project tracking and control
 - Applying a disciplined Change Control Management Method
 - Project reporting and communication
- Closing The Project
 - Project completion and reviewing
 - Handover of Benefits Realisation responsibilities

Workshop Summary