

Course Description

Business Analyst Fundamentals Workshop AMS1041

35 Professional Development Units
35 Continuing Development Units
35 Education Hours

This training workshop presents a set of techniques that are designed to help the business systems analyst ask the right questions at the beginning of the project and effectively structure requirements gathering meetings with the subject matter experts. Knowing what to ask, how to ask it and how to help the business subject matter experts discover their requirements are all critical skills for the business analyst role. Planning, preparing, and facilitating effective requirements gathering sessions are some of the most critical business systems analysis skills.



Upon completion of this workbook, participants will be able to:

- Describe the structure and focus of each of 6 Knowledge Areas (KA) of the *BABOK*[®]
- Differentiate tasks, techniques, and tools used in Business Analysis and in the *BABOK*[®]
- Discuss the underlying Competencies identified by the *BABOK*[®]
- Classify the 5 types of requirements described in the *BABOK*[®]
- Prepare, perform and follow up requirements interviews
- Translate business needs into well-structured business requirement statements
- Write business requirements that express the what and avoid the how
- Extract business rules and external constraints from the business requirements
- Verify the “testability” of a requirement
- Confirm that your requirements are in scope for your project
- Revise the requirement by replacing vague or non-standard terms and phrases
- Model the AS IS business process
- Document existing business processes
- Draw data flow, activity, swimlane, and/or sequence diagrams
- Choose the most appropriate technique to document the details of each process
- Differentiate between plan-driven and change-driven project approaches
- Discuss the requirements management and communication knowledge area
- List the components
 - of a use case document and explain their purpose
- Document proposed user interaction in use cases and use case diagrams
- Document scenarios to discover use cases
- Determine how to handle alternate and exception situations
- Develop a variety of different ways to present requirements to different audiences
- Relate requirements based on 5 relationship types
- Create an acceptance test plan that is synchronized with your strategy
- Choose the minimal set of cases to achieve defined testing goals
- Evaluate the completeness of requirements and categorize requirements based on focus
- Create a requirement/problem matrix to confirm requirements completeness

Format

This course is highly interactive and how-to oriented. Discussion of concepts and principles is followed by hands-on exercises. The emphasis is on the practical application and adaptation of selected tools and processes.

Duration

2 days

Who Should Attend

Business Analysts, Business Systems Analysts, User Liaison, and Anyone involved in business analysis and developing “better” requirements will benefit from this workshop.

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