

# Business Analysis Foundation

Comprehensive coverage of Business Analysis leading to internationally-recognised BCS Foundation Certificate

Duration: 4 Days

Business Analysis skills are increasingly in demand as organisations grapple with the need to ensure better return on project investment.

Traditionally, Business Analysts sat in the IT department – but their skills are now in demand across the board. Business Analysts map out obstacles, analyse needs, manage project teams and implement changes that drive businesses forward.

They provide a critical role in determining project failure or success by acting as a translator or liaison among stakeholders.

Whether or not the role of the BA / Internal IS Consultant is explicitly defined, key team members must be versed in the techniques and tools of BA to successfully bring about change.

This course comprehensively covers the principles and techniques of Business Analysis as mandated by BCS, The Chartered Institute for IT (formerly British Computer Society). The certificate is relevant to anyone requiring an understanding of Business Analysis including business analysts, business managers and their staff, business change managers, project managers, system developers.

## Who Should Attend

The Business Analysis Foundation course is relevant to anyone requiring an understanding of Business Analysis including:

- Business Analysts
- Business Managers
- Business Change Managers
- Project Managers
- System Engineers.

This qualification is also the foundation for a range of modular certificates in the areas of Business Analysis, IS Consultancy and Business Change.

The next stage from this course is the higher level ISEB Diploma in Business Analysis.

## Learning Outcomes

The Foundation Certificate in Business Analysis will help participants to:

- Understand the roles and responsibilities of Business Analysts
- Be familiar with best practices in Business Analysis and Requirements definition
- Attain new skills to successfully develop, manage, and communicate business requirements and be a productive and contributing member of the Organisational team

The certificate covers the broad range of principles and techniques within the sphere of Business Analysis, and consists of 8 modules:

- What is Business Analysis
- Developing the Business Case
- Defining The Business Problem or Opportunity
- Modelling the Future State
- Root Causes of Problems
- Distilling the Requirements from Models
- Solution Vision and Scope
- Requirements Definition and Documentation

## Course Contents

- 1. Introduction to Business Analysis**
  - The origins of business analysis
  - The development of business analysis
- 2. The Competencies of a Business Analyst**
  - Behavioural skills and personal qualities
  - Business knowledge
- 3. Strategy Analysis**
  - The definition of strategy
  - Strategy development
- 4. The Business Analysis Process Model**
  - An approach to problem-solving
  - The process model
- 5. Investigation Techniques**
  - Interviews
  - Workshops
- 6. Stakeholder Analysis and Management**
  - Stakeholder categories and identification
  - Analysing stakeholders
- 7. Modelling the Business System**
  - Soft systems methodology
  - Documenting business situations
  - Business perspective
- 8. Business Process Modelling**
  - Defining of business process modelling
  - The importance of business process modelling
  - The business process modelling technique
- 9. Requirements Engineering**
  - Problems with requirements
  - Building the requirements list
  - Requirements analysis
- 10. Modelling the IT System**
  - Modelling system functions
  - Modelling system data
- 11. Managing the Information Resource**
  - Managing data resources
  - Valuing and classifying data
  - Data modelling
- 12. Making a Business and Financial Case**
  - The business case in the project lifecycle
  - Identifying options
  - Structure of a business case
- 13. Managing Business Change**
  - Introducing a new system
  - Emotions and the change process
  - The need for change management
  - The change process

