

## Introduction to Business Analysis

About IIBA  
ECBA, CCBA, CBAP, Certification Overview  
Certification Eligibility Criteria  
What is a project? Why do projects fail?  
Why do projects need business Analysts?  
What is business Analysis?  
Business Analyst role and responsibilities  
(a) Development project (b) maintenance project  
(c) Pre-sales (d) Enterprise transformation projects  
(e) Testing Projects  
Business Analyst v/s project manager  
Introduction to key project stakeholders  
Business Analysis Process  
Essential skills for Effective business Analysis  
BABOK V3 knowledge Areas

## SDLC Methodology:

Waterfall  
Agile (understanding agile manifesto, XP, Scrum)  
Scrum (roles in scrum, understanding how scrum team works, scrum calls and different deliverable's in scrum process)  
Advantages and Disadvantages among different SDLC  
Scenarios from project point of view for SDLC

## Introduction to Requirement Elicitation & Facilitation

What is a requirement?  
Requirement Elicitation and Project Lifecycle  
Types of requirement  
What are business rules/exception scenarios/alternate scenarios?  
Participants in Requirement Elicitation  
What is facilitation? /Who is a facilitator?  
Facilitation Process  
Preparing for Elicitation  
Conducting Elicitation  
Techniques -  
(a) Brainstorming (b) Document Analysis  
(c) Focus groups (d) Interface Analysis  
(e) Interviews (f) Observation  
(g) Prototyping (h) Requirements Workshop  
(i) Survey/Questionnaire (j) Data Dictionary and Glossary  
(k) JAD  
Making Effective Prototypes/screen mockups  
Documenting Elicitation results and validating the same  
Soft Skills required for elicitation

## Documenting Requirements

Difference between BRD/FRD/SRS  
General Guidelines for writing requirements  
Sample BRD/FRD explained  
Preparation of BRD/FRD/SRS  
Analyzing requirements  
Prioritizing Requirements  
Techniques - MosCOW Analysis  
Unified Modeling Language (UML)  
Use case diagrams and their notation  
Use case document and Sample use case  
Understanding requirement Traceability Matrix  
How to write a use case scenario?

## Validating requirements

Validating the BRD  
Validation Techniques  
(a) Walk through (b) Peer reviews  
(c) Inspections (d) Desk checking  
Communicating effectively and correctly  
Communication styles

## Requirements Management & Communication

Defining business problem, vision and scope statements  
Capturing solution vision  
What is solution scope?  
What is Scope Creep?  
Managing solution scope and requirements  
Technique - Base lining  
Signoff  
Managing requirement traceability  
Maintaining requirements for reuse  
Preparing requirements package  
What is change and Causes of change?  
How to handle change in projects?

## Quality Control in projects

What is quality?  
Quality and Requirements Elicitation  
Cost of quality  
Role of BA in SIT and UAT  
Review of quality deliverables (Test cases, test plan)  
Writing UAT test cases  
Managing the UAT cycle and obtaining signoff  
How to handle production issues?  
Root cause Analysis/Proof of Concept

## Business Analysis Planning & Monitoring

How to plan the business analysis approach for your project  
Business Analyst Task list  
Identifying stakeholders  
Conducting Stakeholder Analysis  
Techniques - (a) RACI Matrix (b) Stakeholder Map  
Creating a communication plan  
Plan requirement Management process  
Creating a Requirements Work plan (RWP)  
Managing Risks in projects

## Enterprise modeling

Why use Modeling?  
As is versus to be modeling  
Modeling techniques -  
Use case models  
Process models  
Activity diagrams  
Entity relationship diagrams  
Data Flow diagrams

## Introduction to SQL

Understanding Database & Data Types  
Creating Table Structures & Constraints  
Manipulation of records in a table  
Conditional & Arithmetic Operators  
Views & Aggregate Functions  
SQL Joins & Types

## Hands on Learning – Practical Sessions

MS VISIO Tool – Business Process Flow, Use Case, Wireframe  
Document Preparations – BRD/SRS/FRD  
Role Plays, Case Studies, Projects, Live Examples  
Design and facilitate a Requirements Gathering session  
Develop Use Cases, Use Case Diagram, Use Case Documents  
Creation of all forms of artifacts starting from Business Requirement Document (BRD) up to UAT Test Plan  
Project/Effort/Cost estimation using Use Case Point  
Hands on experience on Rational Rose, rational requisite pro  
An Exam to evaluate