

The Solarity Group

Bright Ideas. Clear Solutions.



Fast Start® in Business Analysis

Description	From enterprise analysis and scope definition to requirements determination and conceptual design, the Fast Start® in Business Analysis workshop gives analysts a thorough understanding of the entire Systems Development Life Cycle. Replete with both “hard” and “soft” skills, this three-day course builds a sound strategy for analyzing business processes and demonstrates how to apply concepts and practical techniques within the context of an experiential learning environment. Students emerge from this workshop with a solid foundation of business analysis thinking as well as a greater understanding that doing the right things is just as important as doing things right.
Length	3 days
Professional Development Units	24 contact hours
Prerequisites	None
Building Block For	<ul style="list-style-type: none">• Advanced Business Analysis• Mastering the Requirements Process
Materials	Custom materials provided by Instructor.
Who Should Take This Course	Those who need to learn practical system thinking: business systems analysts, managers, information technology professionals, or other business professionals.
Rate	\$1,495 / person Discounts available for on-site classes or for multiple attendees



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Fast Start® in Business Analysis

20080903

Course Contents

Introduction

- Defining Business Analysis
- What is Business Analysis?
- What is a Business Analyst?
- International Institute of Business Analysis (IIBA) Business Analysis Body of Knowledge (BABOK)
- Today's Approach to Business Analysis
- The Systems Development Life Cycle
- Approvals

Enterprise Analysis

- What is Enterprise Analysis?
- Enterprise Analysis Activities
- What Has Changed?
- What Information Should We Gather?
- How Should We Collect This Information?
- Types of Information to Collect
- Sources of Information
- How Does Enterprise Analysis Help the Project?
- Real-World Application

Defining the Project Scope

- An Approach to Project Definition
- Step One – Identify Issues
- Uses for Issues
- Step Two – Recognize Future Benefits
- Step Three – Identify the Function Areas/Stakeholders and Sponsor
- Stakeholder
- The Project Sponsor
- Step Four – Diagram the Functional Flow
- Step Five – Define the Project Scope and Objectives
- Scope Exclusions
- Real-World Applications

Requirements, Assumptions, and Constraints

- Effective Requirements Practices
- Requirements
- Types of Requirements
- SMART Requirements
- Identifying User Requirements
- Functional Requirements
- Quality of Service Requirements
- Assumptions
- Constraints
- Real-World Application

Defining a Solution

- Solution Definition
- System Improvement
- System Redesign
- Review Project Scope
- Conceptual Design Creates Change
- Process Improvement
- Systems Development
- Organizational Change
- Impact Analysis
- Process Improvement Impact
- Systems Development Impact
- Organizational Change Impact
- Real-World Application



Procedure Analysis

- Preparing for Analysis
- What Information Should We Gather to Analyze?
- Why Perform Procedure Analysis?
- Definitions
- Performing Procedure Analysis
- Process Flow Modeling
- Why Create Models?
- Symbols Used in Process Flow Models
- Swim Lane Diagram
- Guidelines for Creating Swim Lane Diagrams
- Process Scripts
- Old Procedure
- Process Script Procedure
- Real-World Application

Interviewing

- Why Interview?
- Preparing for the Interview
- Interview Structure
- Questioning and Listening Techniques
- Listening for Requirements
- Holding the Interview
- Real-World Application

Solution Implementation Planning

- Systems Development Life Cycle Review
- Phases for Implementation Planning
- Planning to Implement the Future Changes
- Visualizing the Project Schedule for Implementing the Solution
- Step 1 – Break the Project Down into Tasks
- Step 2 – Assign Resources
- Step 3 – Estimate Time
- Step 4 – Sequence the Tasks
- Step 5 – Chart the Plan
- Real-World Application

Management Presentation

- Business Case Decision Package
- What's in this Management Presentation?
- Presentations
- Rehearsal and Practice Run
- Real-World Application

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