

	<p>K-Ninety East Africa Limited Mai Mahiu Road off Langata Road P.O. Box 3894 GPO 00100 Nairobi, Kenya Email: info@k-90ea.com Web: www.k-90ea.com</p>	<p>Tel: +254 20 6008316 +254 20 3544352 Cell +254 722771478 Fax: +254 20 6008318</p>
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Business Analysis Fundamentals Professional Certification – Core Course

BUSINESS ANALYSIS FUNDAMENTALS

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.

DISCOVER HOW TO

- Analyse the enterprise context
- Elicit and capture user’s requests and turn them into requirements
- Write high quality business, functional and quality of service requirements
- Communicate, validate and gain sign off on the requirements document
- Define project scope
- Perform Procedure analysis
- Techniques on Interviewing
- Solution Definition
- Prepare and present a Business Case

COURSE HIGHLIGHTS

Participants will be led, not lectured, through a combination of presentations and hands-on exercises. Our workshops provide an experiential environment where participants can take risks and make adjustments based on their results before approaching large projects.

Our workshop is consistent with the International Institute of Business Analysis’ *Guide to the Business Analysis Body of Knowledge (BABOK® v2.0 Guide)*.

DURATION:

Traditional - 3 days.

WHO SHOULD ATTEND:

Those who need to learn practical system thinking: business systems analysts, managers, information technology professionals, or other business professionals.

PREREQUISITES:

None

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COMPETENCIES

Business Analysis Planning Considerations
Activities selection and estimation
Scope Management
Requirements Gathering
Solution Model Definition
Functional Requirements Analysis
Data Models Development
Procedure Analysis
Process Flow Models Development
Supplementary Requirements Definition
Requirements Specification Creation
Business Analysis Techniques
Underlying Competencies
Business Case Preparation & Presentation

OUTLINE SUMMARY

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

BUSINESS ANALYSIS PLANNING AND MONITORING

- Plan Business Analysis Approach
- Conduct Stakeholder Analysis
- Plan Business Analysis Activities
- Plan Business Analysis Communication
- Plan Requirements Management Process
- Manage Business Analysis Performance
- Real World Application



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ENTERPRISE ANALYSIS

- What is Enterprise Analysis ?
- Enterprise Analysis Activities
- What has changed?
- What Information Should We Gather for Enterprise Analysis ?
- 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 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

PROCEDURE ANALYSIS

- Preparing for Analysis
- What information should we gather to analyse?
- Why perform procedure analysis?
- Definitions
- Performing Procedure Analysis
- Process flow modelling
- 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

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INTERVIEWING

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

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

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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

UNDERLYING COMPETENCIES

- Analytical Thinking and Problem Solving
- Behavioral Characteristics
- Business Knowledge
- Communication Skills
- Interaction Skills
- Software Applications
- Real World Application

TECHNIQUES


- Various Analysis techniques for performing Business Analysis
- Real World Simulation

MANAGEMENT PRESENTATION

- Business Case Decision Package
- What's in this management presentation?
- Presentations.
- Rehearsal and practice run
- Real World Application

PRACTICAL APPLICATION SESSIONS:

1. Design and facilitate a Requirements-Gathering session
2. Business Case Preparation
3. Documenting Requirements in CASE tools
4. Hands on experience on MS Visio, Rational Requisite Pro and Enterprise Architect
5. An Exam to evaluate where you stand.

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PRICE AND DISCOUNTS

Price: Available on request

CANCELLATION POLICY

K-90 reserves the right to postpone or cancel an event, or change the location of an event. In the event that K-90 postpones a course, delegate payments at the postponement date will be credited towards the rescheduled date. If the delegate is unable to attend the rescheduled event, the delegate will receive 100% credit representing payments made towards a future K-90 event or you may send a replacement. No refunds will be available for cancellations or postponements.

K-90 is not responsible for any loss or damage as a result of substitution, alteration, postponement, or cancellation of an event due to causes beyond its control including without limitation, acts of God, natural disasters, sabotage, accident, trade or industrial disputes, terrorism, or hostilities. www.k-90ea.com.