Fast Start® in Business Analysis

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 are just as important as doing things right.

Course Objectives:

- Apply concepts and techniques applicable to any tool or methodology.
- Diagnose business process problems and present possible solutions from findings.
- Comprehend the "big picture" and the consequences of decisions.
- Understand how business analysis thinking can help management.
- Collect, document, and organize information.
- Identify and document issues through analysis and interviews.

Audience: Those who need to learn practical system thinking: business systems analysts, managers, information technology (IT) professionals, or other business professionals

Prerequisites: None

Number of Days: 3 days

1 Introduction
- Defining Business Analysis
- What is Business Analysis?
- What is a Business Analyst?
- (IIBA) Business Analysis Body of Knowledge (BABOK)
- Today’s Approach to Business Analysis
- The Systems Development Life Cycle

2 Enterprise Analysis
- What is Enterprise Analysis?
- 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

3 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 Stakeholders and Sponsor
- Stakeholder
- The Project Sponsor
- Step Four – Diagram the Functional Flow
- Step Five – Define the Project Objectives and Scope
- Scope Exclusions
- Real-World Applications

4 Procedure Analysis
- Preparing for Analysis
- What Information Should We Gather to Analyze?
- Why Perform Procedure Analysis?
- Definitions

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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

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

6 Requirements, Assumptions, and Constraints
Effective Requirements Practices
Requirements
Types of Requirements
SMART Requirements
Identifying User Requirements
Assumptions and Constraints
Real-World Application

7 Defining a Solution
Solution Definition
System Improvement
System Redesign
Review Project Scope
Future State Changes
Process Improvement
Process Change
Systems Development
Systems Change
Organization Change
Impact Analysis
Process Improvement Impact
Systems Development Impact
Organization Change Impact
Real-World Application

8 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 – Sequence the Tasks
Step 3 – Estimate Time
Step 4 – Assign Resources
Step 5 – Chart the Plan
Real-World Application

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

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