



Business Analysis: A Critical Role on Projects

Course Description

The disciplines of Project Management and Business Analysis are closely tied together, with some organizations combining the two roles, and others delineating them and assigning different individuals to each. To be effective in either role, professionals must have a clear understanding of both the work involved AND their personal abilities. This 4-hour course will define the two disciplines, as well as give students the opportunity to assess their personal skills as they relate to each role. The course will also offer specific suggestions for building strong PM/BA partnerships, and outline solutions for managing work when one person is assigned to perform both roles. Whether you are a Project Manager or Business Analyst—or both—this course will increase the value you bring to your organization!

Course Objectives

Upon completion of this course, students will be able to:

- Define the project management and business analysis disciplines
- Assess their personal strengths and interests for each of the two disciplines
- Implement strategies and tactics for building a strong PM/BA partnership
- More effectively operate simultaneously in both roles when necessary

Course Outline

Introduction

- Project management - what is it?
- Business analysis - what is it?
- Why are there two separate disciplines? What are the differences?
- Who does what?

Assessing your personal strengths and interests

- Discuss the skills needed for PM and BA work
- Assess the skills needed primarily for project management work
- Assess the skills needed primarily for business analysis work
- Assess overlapping skills and interests
- Consider tasks you dislike and skills you would like to improve

Building a great PM/BA partnership

- Work together at the beginning of the project to:
 - Identify all stakeholders and assess their involvement and needs
 - Develop a cohesive communication plan
 - Develop a clear project and product (solution) scope
 - Identify project and business risks
 - Build a comprehensive project plan
- Check progress frequently and adjust as necessary

Going it alone - when you are doing both jobs

- Recognize the volume and nature of the work
- Communicate to management, sponsor and stakeholders
- Get a mentor PM or BA to offset your weaknesses
- Schedule your time between the roles

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Duration & Units:

1/2 Day, 4 PDUs/Contact Hours

Level of Knowledge



Audience:

This course is designed for people who are looking to get an understanding of Business Analysis and what role it plays on projects.

Course Benefits:

- Receive the Business Analysis Workbook
- Learn the difference between a project manager and business analyst
- Incorporate strategies and tactics for developing a strong PM/BA partnership

Course at-a-Glance:

- 1/2 Day, 4 PDUs/Contact Hours
- 10 am to 2 pm

Other Recommended Classes:

- Business Analysis Fundamentals
- Project Management Tricks of the Trade®
- Consider certification

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Course Materials

Students will receive the following materials with the course attendance:

- Business Analysis: A Critical Role on Projects Workbook

*This course counts as credit towards an RMC Fellow's Certificate™ Program designation.

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