



## Business Analysis Fundamentals

### Course Description

Business analysis is a complex and broad discipline. Business analysis work is performed by individuals holding various titles inside their organizations. This course will present the critical tasks which are included in the business analysis profession along with definitions and examples of the various requirements types. It also will cover several key analysis techniques for eliciting, analyzing and presenting requirements.

### Course Objectives

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

- Define the major tasks included in business analysis work
- Describe the difference between project work and Enterprise Analysis
- Describe and give examples of different types of requirements
- Elicit, analyze, and document the scope of a solution
- Practice several analysis techniques and learn when to use them

### Course Outline

#### Introduction

- Business analysis as a discipline
- Overview of key business analysis concepts
- Practice defining terms used in requirements
- Define methodologies and processes where business analysis tasks are used

#### Stakeholder Analysis and Communications

- Learn the importance of building and maintaining relationships
- Learn six techniques for eliciting requirements
- Improve your requirements note taking and presentation skills
- Understand the value of consensus building

#### Project Work

- Learn three techniques to define the solution scope
- Practice planning business analysis work
- Learn to analyze and manage requirements
  - Data analysis
  - Process analysis
  - Business rule analysis
- Understand the role of the BA in solution design
- Analyze solution interfaces
- Understand the concepts of verification and validation of the solution
- Develop a plan to assure smooth implementation of the solution

#### Enterprise Analysis

- Learn the business and develop business models to understand the business
- Assess true business risks and needs
- Practice drafting a strong business case
- Learn to identify and recommend projects
- Learn the importance of supporting the enterprise architecture
- Measure and improve BA performance

**Duration & Units:**  
**3 Days, 18 PDUs/Contact Hours**

### Level of Knowledge



**Beginner**                      Intermediate                      Advanced

### Audience:

This course is intended for anyone who does business analysis work. Professionals who would benefit from this course include project managers, functional managers, business analysts, engineers, business development professionals, systems analysts, software developers, marketing analysts, product managers, organization change managers, and pretty much everyone in the organization.

### Course Benefits:

- Receive the *Business Analysis Workbook*
- Gain an understanding of requirements and the different types
- Students will learn key techniques for:
  - Scoping
  - Eliciting
  - Analyzing
  - Presenting requirements

### Course at-a-Glance:

- 3 Days, 18 PDUs/Contact Hours
- 9 am to 4 pm daily

### Other Recommended Courses:

- Business Analysis: A Critical Role on Projects
- Facilitation Skills Workshop
- Eliciting and Modeling Requirements
- Managing Small Projects

continued...

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## Course Outline *(continued)*

### Requirements

- Learn to detail and categorize requirements
  - Business and stakeholder requirements
  - Solution: Functional and non-functional requirements
  - Transition requirements
- Understand the concept of Requirements Asset Management

### Course Materials

Students will receive the following materials with the course attendance:

- Business Analysis Fundamentals Workbook

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

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