Applying Business Analysis

1 Day | Virtual and Face-to-Face

This is a highly interactive course that helps you assess analysis situations, interpret the information at hand, and ask the right questions so that you can determine the most appropriate approach(s) and course(s) of action to make your requirements definition as efficient and effective as possible.

Participants are given a scenario in which they work in teams to define their approach for elicitation and analysis. Skills and techniques covered in the prior days of *Essential Skills for Business Analysis* are utilized and a checklist is provided to rate their approach, revise, and present a final analysis approach. As the day progresses, students have the opportunity to "Swim with the Sharks". The "sharks" are additional scenarios that simulate real world project obstacles in which participants make decisions on how to overcome and maneuver through the rough waters. Lessons provide concrete tips and techniques to effectively handle each situation.

Participants also learn where AI may assist business analysis work, such as helping organize information, generate draft content, or review a work product. The emphasis is on using AI thoughtfully while building the judgment needed to evaluate and improve the results.

This course is appropriate for new and advanced audiences. All exercises can be easily tailored to use your case study or projects. This course is taken as part of our 4-day Essential Skills for Business Analysis course and supports the standards outlined in both the *IIBA's BABOK®* and *PMI's PBA*.

Learning Objectives

- Define an approach to conduct effective analysis
- Recognize the different levels of requirements and understand why you categorize them
- Define excellent requirement characteristics
- Describe why requirements are managed for traceability, impact analysis, and reuse
- Practice various communication techniques to facilitate productivity and workflow
- Discuss strategies for overcoming project obstacles, including lack of stakeholder engagement, conflict resolution, and prioritization

Intended Audience

This course is designed for individuals performing business analysis activities; business analysts, project managers, business systems analysts, product managers, product owners, system architect, process engineers, requirements engineers, or any other project team member.

Prerequisites

First three days of *Essential Skills for Business Analysis* or familiar with elicitation and analysis techniques.

Learning Topics

Requirements Management

- Practice approaches to prioritizing requirements
- Define methods for performing traceability and impact analysis
- Describe the different kinds of requirements information that needs to be included in your requirements repository
- Describe why being more organized increases team agility
- Compare and contrast approaches for effectively organizing, filtering and reporting your requirements-related content
- Use AI to help organize, summarize, or review requirements-related content
- Evaluate AI-assisted organization and summaries for lost context, incorrect groupings, or misleading conclusions

Developing an Analysis Approach

- Review elicitation and analysis techniques
- Workshop – What is your Analysis Approach?
  - Use a case study or your own project to discuss and determine the best approach to create requirements for the situation
  - Discuss why you chose each particular elicitation and analysis technique in your approach
  - Identify points in the approach where AI may be useful
- Discuss success criteria for getting started and moving your requirements work forward

Swimming with the Sharks

- Review key skills needed when working in teams
  - Managing conflict
  - Navigating organizational politics and culture
  - Supporting decision-making
  - Understanding and working with team dynamics and dysfunctions
- Work in groups to create an approach for overcoming real world obstacles that affect projects, including:
  - Developing solutions too early in the project
  - Poor stakeholder engagement
  - Conflicting needs between stakeholder groups, including prioritization strategies
  - Political projects
  - Inadequate time for proper analysis

Course Summary
• Bringing it all together • Develop an Action Plan with next steps on the student's current project
Appendix – Job Aids
• Considerations for Analysis • Quick Tips: Stakeholder Engagement

This class is a part of the **B2T Training Business Analyst Certification Program**. For more information on the program, please see our Certification page.