

(BA001X) The Practical Guide to Business Analysis and Planning for the Business Analyst and Product Owner (Agile and Legacy Tools)

Duration: 2 days

CDUs (Continuing Development Units): 14

BABOK Compliance: BABOK Release 3

Description: Our foundational course. Take this course if you are responsible for business analysis or planning activities in a software development organization, whether as a Business Analyst, Product Owner, Proxy PO, or as part of another function, such as UX. The course covers all the key tools and competencies of business analysis and planning – with one full day on legacy BA techniques that add value to both waterfall and agile projects, as well as an entire day on agile analysis and planning tools. Like all our courses, training is interspersed with coaching during practical team workshops on a live project or case study.

Why Attend this Course?

Most large companies and organizations now realize they need to include strong business analysis and planning competencies, whether they are an agile organization, or one that follows a traditional, waterfall approach to planning. For example, the Business Analysis Benchmark has found that an agile organization can expect to more than double its success rates by advancing from the lowest to highest requirements maturity levels. The challenge for practitioners is to be fluent in both legacy and agile analysis tools – and know when and how to use them and weave them together across an agile product development lifecycle. This course demonstrates how to do that – with a full day on foundational legacy practices and another devoted to agile techniques.

What Makes this Course Stand Apart?

Analysis and Planning Focus: Our focus is on the needs of the business analyst, product owner, and product and program manager.

Unique Coaching-Learning Experience: We provide a unique learning experience, where training is interspersed with coaching, during practical team workshops on a live project or case study. Clients tell us that this not only provides better learning outcomes, it results in artifacts that they are immediately able to use on current projects. Our courses are IIBA-approved for BABOK 3 and qualify for credits (CDUs) toward CBAP certification.

Value for money: No course on the market offers this amount of content in so little time. How can we do this? By removing all of the “fat” traditionally found in BA courses.

Tool-focused: This course focuses on the tools and techniques used by the BA, PO and Proxy PO to perform the role. Unlike in other introductory courses, you won’t waste time learning what you need to learn to perform the function; you’ll actually learn how to use the key techniques so you can hit the ground running.

Scenario-based training: One integrated case study is used throughout the course to provide a consistent context for learning.

Experience: Our course is written and delivered by professionals with extensive practical experience in business analysis.

BABOK 3 alignment: Our course aligned with BABOK 3 – the Business Analyst Book of Knowledge published by the IIBA. It has been developed by BABOK reviewers and is aligned with BABOK 3 knowledge areas, tools and techniques.

CBAP accreditation: The Crash Course has been reviewed and certified by the IIBA and is eligible for 14 credits towards CBAP (Certified BA Professional) accreditation.

Audience

- Entry-level IT Business Analysts, POs, Proxy POs and their managers
- Leaders in business analysis, product and project management, and agile methodologies
- Seasoned professionals requiring upskilling for an agile analysis or planning role
- Systems Analysts and programmers interested in expanding their role into the business area

Prerequisites

None

Class Format

The course content is presented through:

- An integrated case study based on a real-life system
- Lectures
- One-on-one assistance during the workshop portion of the course
- Both virtual and IRL events are offered

Objectives

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

- Elicit and analyze requirements using classic and agile techniques
- Decompose business goals and objectives into requirements
- Write effective, “SMART” requirements
- Specify user requirements through a use-case model and specifications
- Specify business rules with Decision Tables
- Understand how analysis and planning practices change in transition from Waterfall agile to agile development
- Have a high-level understanding of Scrum, Kanban and hybrid planning approaches
- Understand essential agile concepts and tools: Sprints, Sprint Goals, the DoD, Acceptance Criteria, Spikes, DoR
- Decompose Product-level Epics down to Team-Level User Stories
- Optimize the work of the team by prioritizing work of highest value based on value to customer, cost of delay, Weighted Shortest Job First (WSJF)
- Create a Product/Release Roadmap
- Write effective “INVEST” Stories
- Write Story Acceptance criteria using ATDD/BDD
- Split large work items into small Stories

Content

Part 1: BA Classic

- Understanding Goals, Objectives, Requirements Types, Business Requirements, Functional Requirements NFRs
- Defining SMART objectives and requirements
- Milestone chart, constraints, assumptions
- Elicitation techniques
- Root-cause analysis
- Cause-effect graphing
- Use-case analysis
- Business rules analysis

Part 2: Agile Business Analysis and Planning

- Understanding key agile concepts: Scrum, Kanban, hybrids
- Agile Manifesto and its impact on analysis and planning
- Understanding what changes in the transition from waterfall to agile analysis and planning
- Overview of key agile approaches and techniques: CI/CD, Kanban, Scrum, Sprint, Product Backlog, Stories, DoD, PO, BA
- Strategic Planning and Analysis
 - > Assessing value and priority of Work Items using Cost of Delay, WSJF
 - > Categorizing work items as epics, features and Stories
 - > Creating the Product Roadmap
- What is an epic vs. feature vs. story?
- Specifying feature acceptance criteria
- Understanding the Lean Startup approach, when to use it and why it works
- Forming Leap of Faith MVP Hypotheses
- Defining Actionable Metrics
- Using Story Maps to plan MVPs and Sprints for the upcoming quarter
- Writing effective Stories that follows 3 C's and INVEST guidelines
- Using a Definition of Ready for greater efficiency during Sprint Planning and implementation
- Specifying Stories using the Connextra template
- Specifying story acceptance criteria with ATDD/BDD
- Splitting Stories