

(BA101) Mastering the Business Analysis Process over the System Development Life Cycle

Duration: 4 days [May be extended to 5 days based upon the knowledge level of trainees.]

CDUs (Continuing Development Units): 28

BABOK Compliance: BABOK Release 3

Description: The IIBA®-endorsed course enables the trainee to perform the activities that an advanced BA is responsible for over the systems development life cycle (SDLC) and to be conversant with all of the methodologies, concepts and terminology expected of the BA, as described in the BABOK 3. The course provides an in-depth coverage of all of the BABOK 3 Knowledge Areas and provides extensive preparation for the CBAP® exam, including practice exams to test trainees' knowledge level both before and after the training. Unlike other CBAP® preparation courses, however, the objective of this course is not merely to pass the CBAP® exam – but to improve the trainees' performance in the BA role. It is a practical guide for the BA that puts the BABOK 3 into action, clarifying precisely when and how in the project lifecycle to apply each of the six BABOK 3 knowledge areas, as well as BABOK 3 tools and techniques.

This course incorporates current best practices in IT Service Management and software development, such as agile, iterative development, ITIL, Six Sigma, and RUP and provides the salient characteristics of these approaches and their relationship to BA practice.

Why Attend this Course?

The BABOK contains a list of suggested best practices, guidelines and tools but does not explain how these are to be used together over the course of project. This course fills that gap by providing practical guidance and hands-on experience applying BABOK 3 techniques over the System Development Life Cycle. This course is particularly appropriate for BAs who must be conversant with a variety of approaches and standards.

Audience

- BAs at any level who satisfy the prerequisites
- Senior BAs and their managers

Prerequisites

This course may be taken alone as a standalone course, where trainees have acquired some prior experience as BAs. The program is delivered over 4 days, when trainees have some prior background and over 5 days if they are new to the role. (Trainees taking this course in the context of the complete program are advised to take it at the end, as a capstone course that ties together all of the techniques learned throughout the program.)

Class Format

Trainees work in teams, developing a case study over the course of a project. The instructor introduces each step by reviewing Knowledge Areas and techniques required at the time. Working individually and in groups (as appropriate for the step), trainees perform BA activities and create deliverables, with the instructor acting as mentor. After each step is completed, the instructor takes up common issues that arose during the workshop. In addition to theoretical testing, the option is also provided for practical testing of trainees' ability to apply the knowledge they have gained, through the development of a case study to be completed after the course. (A comprehensive case study and sample solution are available for this purpose.)

Objectives

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

- Be conversant with the methodologies, concepts and terminology expected of an advanced BA
- Be able to plan and perform the activities a BA is responsible for over the system development life cycle (SDLC)
- Understand the Knowledge Areas (KAs) defined in BABOK 3 and how to apply them within an advanced BA role
- Understand the salient characteristics of current practices in IT Service Management and software development and their relationship to BA practice
- Know what questions to ask when over the course of a project
- Be able to document requirements for an IT system, using current standards and approaches as specified in BABOK 3, including Use-Cases, BPMN, UML and Structured Analysis
- Use state-of-the-art techniques to create requirements documentation that is complete, unambiguous, consistent, testable and easy to revise when business needs change
- Be able to document business façades
- Be able to model business processes (workflow)
- Be able to document user requirements
- Be able to design, review and document test cases
- Know when and how to apply best practice tools and techniques towards the practice of business analysis
- Perform structural and behavioral analysis on a business system
- Map the behavioral model to the structural model
- Understand what the developers do with the BA's documentation

On-Site Requirements

For each trainee:

- 1 pad or paper + pen

For the instructor:

- Whiteboard
- Overhead screen projector or large colour monitor, connected to instructor's PC

Included in Each Trainee's Kit

- Detailed course notes
- Full workshop solutions
- Exam
- The course materials listed above are self-contained and do not require a textbook. However, it is strongly recommended that trainees purchase a copy of *The Business Analyst's Handbook* (Howard Podeswa, cengage; available through amazon). The Handbook contains a broader form of the BA methodology used in the course as well as useful Job Aids including:
 - > Detailed process notes and checklist of BA activities
 - > Templates
 - > Interview guides for each of the meetings a BA may be required to conduct over the course of the SDLC, including lists of inputs and deliverables, who to invite and agendas
 - > Glossary of technical terms and diagram symbols