Business Analysis: Requirements Development, Documentation and Management

Duration: 4 Days Course Code: GK2964

Overview:

Develop effective requirements that meet business and stakeholder objectives.

In this course, you will further explore the business analysis lifecycle in both waterfall and agile projects, with a focus on planning, documentation, analysis, management, and communication activities.

You will:
Engage in up-front enterprise analysis to ensure that scope and problem statements are clear
Build on the planning skills covered in Business Analysis Essentials to create a comprehensive business analysis plan
Analyze the impact and influence of stakeholders to enable more effective elicitation of requirements
Learn about how and when to use modeling techniques used in business analysis, and practice creating swimlane diagrams, use case models and descriptions, user stories, state diagrams, data dictionaries, and entity relationship diagrams
Write effective requirements and accurately revise existing requirements to meet quality criteria
Effectively manage the requirements to ensure accuracy, efficiency, and consistency in communication; to ensure requirements traceability, and to manage change
Plan a review process to ensure the validity of requirements

This course is aligned with IIBA's *A Guide to the Business Analysis Body of Knowledge* (*BABOK®Guide*) standards.

Target Audience:

Junior business analyst (BA) working on small projects or on one team
Project managers wanting to understand more about documenting requirements
People who have several years of business analysis experience but their organizations want to standardize the process or roles
People who are new to the business analysis role but who have several years of business experience
Managers who want a better understanding of business requirements and documentation
Software developers and testers

Objectives:

- **After completing this course you should be able to:**
- Perform root cause analysis
- Define, write, trace, and validate, and assess the quality of the four different types of requirements according to the *BABOK© Guide*
- Validate problem statements, objectives, and scope statements
- Model requirements to identify gaps and communicate requirements using the following techniques:
- Process modeling
- Scenarios and use cases
- User stories
- State diagrams
- Data dictionary
- Entity-relationship diagrams (ERD)
- Create a comprehensive Requirements Management Plan (RMP)
- Create a business analysis plan for requirements elicitation and analysis activities (BAP)
- Identify sources for requirements and appropriate elicitation techniques
- Assemble and communicate requirements packages to various levels of stakeholder groups
- Perform requirements documentation and management activities in Agile or waterfall environments
- Assess and justify the value of a proposed change to product scope or requirements
- Elicit requirements using the observation technique

Prerequisites:

There are no required prerequisites; however completion of the below course is strongly recommended along with at least one years on the job experience serving in a BA related role.

Testing and Certification

If you are a business analysis practitioner with 2 to 3 years' experience, earning your Certification of Capability in Business Analysis™ (CCBA®), recognizes your ability to take on larger and or more complex project responsibility.

To earn the IIBA - CCBA designation, candidates must:

- Complete a minimum of 3,750 hours of Business Analysis work experience in the last 7 years.
- Within these 3750 minimum hours required, a minimum of 900 hours must be completed in each of 2 of the 6 BABOK® Guide Knowledge Areas OR, a minimum of 500 hours must be completed in each of 4 of the 6 BABOK® Guide Knowledge Areas.
- Complete a minimum of 21 hours of Professional Development within the last 4 years.
- Provide references.
- Agree to Code of Conduct.
- Agree to Terms and Conditions.
- Pass the exam.

Content:

1. Foundations

- BA Lifecycle
- Waterfall vs. Agile
- Documenting and Managing Requirements
- Types of Requirements
- Types of BA Roles
- Risks, Assumptions, and Constraints
- Product vs. Project Scope
- IIBA and PMI

2. Strategy Analysis

- SMART Objectives
- Scope and Problem Statements
- Business Needs
- Root Cause Analysis
- Business Requirements
- Business Case
- Product Scope

3. Requirements Planning

- PM vs. BA Roles
- Stakeholder Analysis
- Requirements Management Plan
- Business Analysis Plan

4. Elicitation

- Elicitation and Analysis
- Elicitation Techniques
- Selecting the Appropriate Elicitation Technique

5. Requirements Analysis and Documentation

- Applying the BAP to Analysis
- Modeling Techniques
- Validation and Verification
- Requirements Documentation Templates
- Purpose of Modeling
- Textual and Graphical Requirements
- Documenting Requirements in Agile
- Traceability

6. Requirements Lifecycle Management

- Communicating Requirements Between Projects
- Signoff
- Changes to Requirements in Agile vs. Waterfall
- Managing Projects for Value
- Applying the BAP

7. Solution Assessment and Validation

- Transition Requirements
- Solution Validation
- Close Out

Exercises:

- Exercise 1: Perform a Root Cause Analysis: (Stakeholder Interview and Ishikawa Diagram)
- Exercise 2: Write SMART Business Requirements
- Exercise 3: Write Problem Statement, Vision, and Scope
- Exercise 4: Create a Use Case Diagram to Model Scope
- Exercise 5: Identify Sources for Requirements
- Exercise 6: Create Components of a Business Analysis Plan
- Exercise 7: Plan for Elicitation and Analysis Activities
- Exercise 8: Elicit Requirements Based on Observation
- Exercise 9: Create a State Diagram
- Exercise 10: Define Stakeholder Requirements and User Stories
- Exercise 11: Critique a Business Requirements Package
- Exercise 12: Use Cases and a Swimlane Diagram
- Exercise 13: Create a Data Dictionary Based on an ERD
- Exercise 14: Identify Requirements Packages for Stakeholders
- Exercise 15: Assess the Value of Change to Requirements
- Exercise 16: Identify Transition Requirements
- Exercise 17: Evaluate Solution Performance

Further Information:

For More information, or to book your course, please call us on Head Office 01189 123456 / Northern Office 0113 242 5931

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