

## BA111 - Core Competencies for the Business Analyst

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This is a Boston University Corporate Education Center course. Boston University Corporate Education Center is a Gold International Sponsor of the [International Institute of Business Analysis \(IIBA\)](http://www.iiba.org). The IIBA is an international not-for-profit professional association for business analysis professionals. The IIBA vision is to be the leading worldwide professional association that develops and maintains standards for the practice of business analysis and for the certification of practitioners.

### Course description

While specific functions of business analysts vary depending on the industry and on the size and structure of an organization, there are nonetheless core competencies required of the business analyst (BA) as he or she attempts to understand the business needs of stakeholders and determine solutions to business problems.

The International Institute of Business Analysis (IIBA) is an international not-for-profit association for BA professionals. Its Business Analysis Body of Knowledge (BABOK) identifies best practices for the business analyst in six Knowledge Areas.

This course explores the BA role, core BA functions, and the BABOK. Practical tasks and techniques are presented to equip the BA with the skills and knowledge required to practice all the Knowledge Areas of the BABOK, from identifying potential future projects to validating implemented solutions.

Key characteristics that differentiate this course from others include:

### Mapping to the IIBA Body of Knowledge

Boston University Corporate Education Center (BUCEC) is designated by the IIBA as a Charter Endorsed Education Provider. This course supports understanding of the following Knowledge Areas as defined by version 1.6 of the BABOK, released in July of 2006:

- Enterprise Analysis
- Requirements Planning and Management
- Requirements Elicitation
- Requirements Analysis and Documentation
- Requirements Communication
- Solution Assessment and Validation

### Experiential Training

Two case studies are integrated into the course to allow participants to view demonstrations of work products and techniques and then apply learned skills within a consistent context. Much of the class time is devoted to exercises in which participants can practice the skills being taught.

### Experience

The course is written and delivered by professionals with extensive experience in business analysis.

### Applied Focus

The Participant Guide includes dozens of job aids that are referenced throughout the course and available to the participant after training; these include work product templates and samples, as well as checklists for processes and best practices.

## Who should attend

The course is intended to serve several audiences and meet a variety of needs. The material in the course is directed at both the novice looking to enter the field and the self-taught veteran looking to fill gaps in his or her skills or knowledge. Individuals who perform business analysis in organizations are known by various titles including business analyst, systems analyst, business/systems analyst, functional analyst, project manager, and tester. Individuals who will benefit from this course include:

- Entry-level business analysts and their managers
- Self-taught business analysts requiring a course that fills in the gaps and puts all the pieces together
- Systems analysts and programmers interested in expanding their roles into the business area
- Quality assurance professionals
- Project managers

## What you will achieve

- Describe what the BA does and how the BA interrelates with other roles and responsibilities of the organization.
- Participate in a structured brainstorming session to generate and prioritize ideas.
- Describe the BA's role within a range of lifecycle models including sequential (waterfall), iterative, and agile.
- Describe how the BA role contributes to organizational goals and strategic plans via Enterprise Analysis activities including the development of the Business Case.
- Analyze stakeholders and assess a requirements management plan to elicit, analyze, document, and communicate requirements to stakeholders.
- Understand the process steps and critical success factors of several requirements elicitation techniques including interviewing, brainstorming, requirements workshops, document analysis, observation, reverse engineering, surveys, focus groups, interface analysis, and prototyping.
- Plan and conduct an effective requirements elicitation interview.

## What you will learn

- Characteristics and applicability of sequential, iterative, and agile development life cycles
- Components of an effective Business Case
- Stakeholder analysis
- Requirements planning
- Configuration management and change control
- Traceability
- Requirements baselines
- Brainstorming
- Interviews
- Surveys
- Focus groups
- Requirements workshops
- Document analysis
- Interface analysis

- Reverse engineering
- Prototyping
- Requirements analysis techniques including business process modeling, object-oriented analysis, and structured systems analysis
- Context diagrams
- Use case diagrams
- Use case descriptions
- Activity diagrams
- Class models
- Entity relationship diagrams
- UML standards for analysis models
- Requirements reviews
- Quality control and quality assurance activities

**Course Content:**

**Day One**

- Core Concepts: BA Roles and Responsibilities
  - Core Concepts of Business Analysis
  - Introduction to the IIBA Body of Knowledge
- Overview of Life Cycles
- Enterprise Analysis
  - Enterprise Analysis and the BA Role
  - The Business Case
- Requirements Planning and Management
  - Requirements Planning and Management and the BA Role
  - Managing Scope and Requirements Change

**Day Two**

- Requirements Communication and the BA Role
- Requirements Elicitation Techniques
  - Purpose and Challenges of Requirements Elicitation
  - Brainstorming and Interviewing
  - Surveys, Focus Groups, and Observation
  - Requirements Workshops
  - Prototyping, Document Analysis, Interface Analysis, and Reverse Engineering
  - Selecting Requirements Elicitation Techniques
- Requirements Analysis and Documentation
  - Overview of Requirements Analysis and Documentation
  - Applying Analysis Techniques
- Solution Assessment and Validation and the BA Role