

## Business Analyst – Foundation («BA3»)

This training is an optimized introduction to professional Business Analysis and is based on the reference book: BABOK® v3 from IIBA®. You will be introduced to theoretical concepts (as little as possible) and have time to practice (as much as possible).

**Duration:** 3 days

**Price:** 2'300.–

**Course documents:** Handouts and BABOK® v3.0

### Content

This training will allow you to acquire the methods to better understand and express the requirements of an organisation to ensure that the final solution is answering the identified needs as well as the strategy of the organisation.

The training is built on the BABOK® v3 published by IIBA. It will start by a short introduction of key principles, then each specific knowledge topic will be explained along with the recommended key techniques.

1. Foundation of Business Analysis
  - Overview and logic of the BABOK® v3
  - Key concepts of the BABOK®, including the BACCM®: the Business Analysis Core Concept Model
  - Underlying competencies of a Business Analyst:
    - Analytical thinking, attitude and skills
    - Tools and technology
2. The knowledge areas (6) used for project management and product management:
  - The HOW
    - Business Analysis Planning and Monitoring
    - Elicitation and Collaboration
    - Requirements Life Cycle Management
  - The WHAT
    - Requirements Analysis and Design Definition
    - Strategy Analysis
    - Solution Evaluation
3. Techniques (50)
  - Acceptance and Evaluation Criteria
  - Backlog Management
  - Balanced Scorecard
  - Benchmarking / Market Analysis
  - Brainstorming
  - Business Capability Analysis
  - Business Cases
  - Business Model Canvas
  - Business Rules Analysis
  - Data Dictionary
  - Data Modelling
  - Decision Analysis
  - Decision Modelling
  - Document Analysis
  - Estimation
  - Financial Analysis

- Focus Groups
- Functional Decomposition
- Glossary
- Interface Analysis
- Interviews
- Item Tracking
- Lessons Learned
- Metrics and Key Performance Indicators (KPIs)
- Mind Mapping
- Non-Functional Requirements Analysis
- Observation
- Organizational Modelling
- Prioritization
- Process Analysis
- Process Modelling
- Prototyping
- Reviews
- Risk Analysis / Management
- Roles and Permissions Matrix
- Root Cause Analysis
- Scope Modelling
- Stakeholder List, Map, Personas
- State Modelling
- Survey / Questionnaire
- SWOT Analysis
- UML BA Diagrams
- Use Cases
- User Stories
- Vendor Assessment
- Workshops

## Key Learnings

The main objective is to take a first look at the methods and tools related to Business Analysis. This implies being able to select and apply the introduced techniques.

- Understand the role and the behaviour of a Business Analyst
- Knowing the terms and key definitions about Business Analysis, as recommended by IIBA® (International Institute for Business Analysis)

## Methodology & didactics

- For each introduced technique, there is a combination of theory and practice, by starting with a summary and continuing with exercise(s).
- The trainer is CBAP®: the highest level of certification and is a seasoned consultant in business analysis after 20 years of experience. This combination of certification and hands-on creates the conditions to link the theory compelled in the BABO® v3 and the daily life of a business analyst.
- The spoken language is English. The BABOK® and the slides are written in English. Note. This course can be performed in French and German.

## Target audience

This course is for anyone that wants to strengthen the chance of success of a project, anyone playing the role of business analyst, assistant to the contracting authority, process manager, project manager, test manager, or any person willing to work in an IT environment and wanting to develop his / her knowledge by acquiring new techniques of Business Analysis.

## Certification

The test is not included in the course.

- Entry Certificate in Business Analysis™ (ECBA®)

## Additional information

To complement this training, the advanced version of Business Analysis can be followed :

- Business Analyst Advanced («BAA3»)
- Introduction to BPMN diagrams and RACI matrix («BPRAI»)

## Further courses

- Business Analyst Agile («ABI»)
- Business Analyst Advanced («BAA3»)
- Introduction to the BPMN diagram and the RACI matrix («BPRAI»)
- Unified Modeling Language («UML»)

## Any questions?

We are happy to advise you on +41 44 447 21 21 or [info@digicomp.ch](mailto:info@digicomp.ch). You can find detailed information about dates on [www.digicomp.ch/courses-service-project-management/business-analysis-requirements-engineering/business-analyse-iiba/course-business-analyst--foundation](http://www.digicomp.ch/courses-service-project-management/business-analysis-requirements-engineering/business-analyse-iiba/course-business-analyst--foundation)