Business Analysis: Boot Camp

CDT828

This course provides extensive training on requirements elicitation and analysis. Requirements Elicitation is the gathering of business and system requirements from stakeholders. Requirements Analysis is the formal analysis, documentation, and communication of the business and system requirements which were gathered during the Requirements Elicitation process. No amount of technical finesse can compensate for requirements which are not clear, correct, and complete. The International Institute of Business Analysis (IIBA) Business Analysis Body of Knowledge (BABOK) lists over forty techniques for requirements planning, elicitation, analysis, validation, and communication. Upon completion of this course the student will be able describe and use many of the techniques associated with requirements elicitation and analysis as described in the BABOK.

Audience

- New business analysts
- Experienced business analysts needing formal training in business analysis
- Project managers needing a better understanding of the role of the business analyst

Prerequisites

- None

Course Length

- Five Days

Learning Objectives

- To understand the objectives, inputs, techniques, and outputs associated with the requirements elicitation and analysis processes

Teaching Methods

- Lecture
- Individual exercises
- Group exercises

Course Outline

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Note: Numbers in brackets, such as [3.1], refer to sections within version 2.0 of the BABOK.

Prepare for Elicitation [3.1]
- Purpose
- Inputs
- Focus on techniques
  - Observation [9.18]
  - Interviews [9.14]
  - Surveys/Questionnaires [9.31]
  - Brainstorming [9.3]
  - Focus Groups [9.11]
- Outputs

Conduct Elicitation Activity [3.2]
- Purpose
- Inputs
- Focus on techniques
  - Document Analysis [9.9]
  - Data Dictionary and Glossary [9.5]
- Outputs

Document Elicitation Results [3.3]
- Purpose
- Inputs
- Focus on techniques
  - Interface Analysis [9.13]
  - Prototyping [9.22]
- Outputs

Confirm Elicitation Results [3.4]
- Purpose
- Inputs
- Focus on techniques
  - Problem Tracking [9.25]
- Outputs

Manage Requirements Traceability [4.2]
- Purpose
- Inputs
- Focus on techniques
  - Coverage Matrix [4.2.5.1]

Outputs

Prioritize Requirements [6.1]
- Purpose
- Inputs
- Focus on techniques
  - Decision analysis [9.8]
  - Risk analysis [9.24]
  - MoSCoW analysis [6.1.5.2]
  - Timeboxing / Budgeting [6.1.5.3]
- Outputs

Organize Requirements [6.2]
- Purpose
- Inputs
- Focus on techniques
  - Organization modeling [9.19]
  - Functional decomposition [9.12]
  - User stories [9.33]
  - Scope modeling [9.27]
  - Data flow diagrams [9.6]
  - Process modeling [9.21]
  - Data models [9.7]
- Outputs

Specify Model and Requirements [6.3]
- Purpose
- Inputs
- Focus on techniques
  - Scenarios and Use Cases [9.26]
  - Sequence diagrams [9.28]
  - State diagrams [9.29]
- Outputs

Define Assumptions and Constraints [6.4]
- Purpose
- Inputs
- Focus on techniques
  - Risk analysis [9.24]
  - Problem tracking [9.20]
- Outputs

Verify Requirements [6.5]
- Purpose
- Inputs
- Focus on techniques
  - Checklists [6.5.5.2]
- Outputs

Validate Requirements [6.6]
- Purpose
- Inputs
- Focus on techniques
  - Acceptance and evaluation criteria definition [9.1]
  - Metrics and key performance indicators [9.16]

Outputs