

# Business Analysis: Planning and Monitoring

CDT824

Business Analysis Planning and Monitoring defines the tasks associated with the planning and monitoring of business analysis activities, and with the monitoring and reporting on work performed to ensure that the business analysis effort produces the outcomes which meet stakeholder expectations and needs. 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 Business Analysis Planning and Monitoring as described in the BABOK.

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## 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

- Three days

## Learning Objectives

- To understand the objectives, inputs, techniques, and outputs associated with business analysis planning and monitoring knowledge area.

## Teaching Methods

- Lecture
- Individual exercises
- Group exercises

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## Course Outline

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Note: Numbers in brackets, such as [2.1], refer to sections within version 2.0 of the BABOK.

### Plan Business Analysis Approach [2.1]

- Purpose
- Inputs
- Focus on techniques
  - Decision analysis [9.8]
  - Process modeling [9.21]
- Outputs

### Conduct Stakeholder Analysis [2.2]

- Purpose
- Inputs
- Focus on techniques
  - Acceptance and Evaluation Criteria Definition [9.1]
  - Brainstorming [9.3]
  - Interviews [9.14]
  - Organization Modeling [9.19]
  - Requirements Workshops [9.23]
  - Scenarios and Use Cases [9.26]
  - User Stories [9.33]
  - Scope Modeling [9.27]
  - Survey/Questionnaire [9.31]
  - RACI matrix [2.2.5.2]
  - Stakeholder map [2.2.5.3]
- Outputs

### Plan Business Analysis Activities [2.3]

- Purpose
- Inputs
- Focus on techniques
  - Estimation [9.10]
  - Functional Decomposition [9.12]
- Outputs

### Plan Business Analysis Communication [2.4]

- Purpose
- Inputs
- Focus on techniques
  - Structured Walkthrough [9.30]
- Outputs

### Plan Requirements Management Process [2.5]

- Purpose
- Inputs
- Focus on techniques
  - Problem tracking [9.20]
  - Risk Analysis [9.24]
- Outputs

### Manage Business Analysis Performance [2.6]

- Purpose
- Inputs
- Focus on techniques
  - Lessons Learned Process [9.15]
  - Metrics and Key Performance Indicators [9.16]
  - Root Cause Analysis [9.25]
  - Variance Analysis [2.6.5.2]
- Outputs