



**CENTRE FOR AFRICA CAPACITY
BUILDING & DEVELOPMENT**

MANAGEMENT & LEADERSHIP FACULTY

**Business Analysis within a
Project Environment**



Accreditation # P21/1014/GP545

Phone: +27 12 772 3260 | Fax: 086 654 2429

E-mail: Registrations@cacbd.co.za

www.cacbd.co.za

Business Analysis within a Project Environment

INTRODUCTION

Today's organisation deals with ever increasing levels of complexity and the ever increasing speed of change. In order to achieve maximum effectiveness managers must continually sharpen their skills. In this Business Analysis within a Project Environment training course you will study how to:

Understand and apply best practices of the business analysis discipline

Conduct a business-needs analysis to elicit stakeholder requirements

Utilise methods, tools and techniques to identify issues and opportunities

Develop effective requirements and communication plans

Prepare, manage and implement solution assessment and validation

WHO SHOULD ATTEND?

This training course is useful for anyone who needs to understand or apply knowledge and skills from the business analysis discipline.

- Project managers who want to better understand the role of business analysis and business analysts within a project
- Business analysts who want to develop their ability to contribute within a project
- Project personnel and stakeholders seeking to advance their careers who desire to strengthen their professional abilities including:
 - Functional managers
 - Developers and testers
 - Systems analysts

PROGRAMME OBJECTIVES

Understand how a business analyst acts as an intermediary managing the interests and needs of both the business/project management and IT communities

Learn how to use a systematic approach based on "A Guide to the Business Analysis Body of Knowledge® (BABOK® Guide)" Version 2.0 and "A Guide to the Project Management Body of Knowledge (PMBOK® Guide)" 5th Edition

Understand and apply the systematic framework for conducting business analysis activities through the phases of the business analysis life cycle

Provide best practices and theory with practical tools and techniques that can be applied immediately in your own organisation



TRAINING METHODOLOGY

Participants will learn by active application of methods, tools and techniques presented throughout the Business Analysis within a Project Environment training course. The sessions contain focused input from the training course leader, combined with practical sessions enabling delegates to apply the methods and tools to exercises and case studies drawn from a range of industries. The training course caters for different learning style preferences through group work; individual work, participant discussion, facilitator interaction and self-reflection.

PROGRAM OUTLINE

Day 1 - Business Analysis Planning & Monitoring

- Business Analysis and Project Management contexts
- Key Concepts and Knowledge Areas
- Introduction to Tasks and Techniques
- Sources of Business Analysis Information
- Business Analysis as part of a Project Plan
- Identify, analyse and communicate with relevant Project Stakeholders
- Determining activities, deliverables, resources and measures
- Define how to approve requirements and manage scope changes
- How to track, assess, and report on the quality of work

Day 2 - Requirements Elicitation Management & Communication

- How to ensure requirements are clear, correct and consistent
- How to draw information out of stakeholders
- Recording and confirming the information provided by stakeholders
- Managing Stakeholder Consensus for Scope & Requirements
- Manage objectives, requirements, deliverables, & components relationships
- Manage post-implementation knowledge of requirements
- Ensure requirements are understood, and usable, by stakeholders
- Managing productive workshops and making effective presentations



Day 3 - Enterprise Analysis & Requirements Analysis

- Identify and define why organisational change is required
- Identifying Needs for New Capabilities
- Defining solution scope and prepare the business case
- Does the Business Case justify investment required to deliver proposed solution
- Prioritizing and Organizing Requirements
- Specifying and Modelling Requirements
- Defining Assumptions and Constraints
- Verifying and Validating Requirements
- Solution Assessment & Validation

Day 4 - Developing Business Analysis and Project Capabilities

- Analytical Thinking and Problem Solving
- Behavioural Characteristics
- Business Knowledge
- Communication Skills
- Interaction and Conflict Resolution Skills
- Risk, responsibility, and skills analyses
- Time Management
- Case Study

Day 5 - Business Analysis and Project Management

- Project Scope, Schedule and Metrics
- Team Development
- Power and Influence
- Business Analysis in a Project Environment
- Personal Planning
- Commitment to Action



WHAT DO YOU GET WHEN YOU ENROL TODAY?

For every delegate that attends, they will either receive a



PLUS FREE TOURING

An excursion will be done on the last day where delegates will be taken on a tour of Tourist Attractions around Johannesburg and Pretoria.

