

# Business Analysis for Project Managers

WCP

## Maximize your project's success by enabling business analysis productivity, quality and timely results.

A Business Analysis course for project managers? Absolutely! While the Business Analyst position is still rather new to many organizations, their primary role — to define and document user requirements and thereby help bridge the gap between the client and the solution team, has always been an essential ingredient for achieving project success. There are usually not enough dedicated Business Analysts to go around, therefore on small to medium size projects the role, if not the title, of business analysis often falls on the shoulders of the project manager, or other core team members. In fact, in addition to project managers, subject matter experts, and account managers often find themselves in the position of having to elicit client requirements and then document them in a way in which they will accurately translate into the project deliverables.

For larger projects, it is important that the project manager understand the value that a professional Business Analyst will bring to the project. It is also important that the Project Manager and Business Analyst roles are clearly defined in such cases.

Taught through a series of discussions, examples, and real world hands-on exercises drawn from IT projects, participants of this two-day workshop will come away with tools they can apply immediately, whether their primary role is that of a Project Manager, Business Analyst, Account Manager, Consultant, Developer, or other core project team member.

## Who Should Attend

- Although titled Business Analysis for Project Managers, the following groups would also benefit from this course:
- Project Managers
- Subject Matter Experts (e.g. consultants, developers, programmers)
- Account Managers
- Participants considering making a transition from PM to BA

## How You Will Benefit

- Allied and aligned with PMBOK, BABOK has become an internationally accepted standard
- Learn to optimize roles, partnerships and teamwork between project managers and business analysts
- Apply BA best practices to maximize the potential for your project's success
- Discover how to leverage business analysis at strategic and tactical levels
- When a BA's Requirements Document fails, so do projects. Understand the building blocks of great requirements.
- Identify techniques which enable business analysis productivity, quality and timely results.

## Materials

- Participants will receive a course workbook containing copies of presentation slides, exercises, and reference materials.
- Participants will also receive a CD containing additional course reference materials.
- Certificate of completion – Participants who complete the course also earn 14 PDUs

## Learning Objectives

Participants of this course will be able to...

- Understand the differences and the interrelationship between PM, BA, and SME roles
- Understand the core BA tools used for:
  - Determining the business and user requirements
  - Documenting requirements
- Understand how BA tools can benefit us
- Understand best practices in defining requirements

## Prerequisites

Participants should have at least a fundamental understanding of Project Management best practices.

## Course Outline

- 1.0 Introduction
  - Distinguishing between the BA, PM and SME
  - Understanding BA deliverables, and how they fit within the PM lifecycle
  - PMBOK overview
  - BABOK overview
- 2.0 BA's Plan Their Work Package
  - Plan Business Analysis Approach
  - Conduct Stakeholder Analysis
  - Plan Business Analysis Activities
  - Plan Business Analysis Communication
  - Plan Requirements Management Process
  - Manage Business Analysis Performance
- 3.0 Productive BA Requirements Gathering
  - Prepare for Elicitation
  - Conduct Elicitation Activity
  - Document Elicitation Results
  - Confirm Elicitation Results
- 4.0 BA Communications Aligns With PM Needs
  - Manage Solution Scope & Requirements
  - Manage Requirements Traceability
  - Maintain Requirements for Re-use
  - Prepare Requirements Package
- 5.0 BA's and PM's Enable Enterprise Needs
  - Communicate Requirements
  - Define Business Need
  - Assess Capability Gaps
  - Determine Solution Approach
  - Define Solution Scope
  - Define Business Case
- 6.0 BA's Enable PM Success With Great Requirements Analysis
  - Prioritize Requirements
  - Organize Requirements
  - Specify and Model Requirements
  - Determine Assumptions and Constraints
  - Verify Requirements
  - Validate Requirements
- 7.0 The Role of BA's Beyond Requirements
  - Assess Proposed Solution
  - Allocate Requirements
  - Assess Organizational Readiness
  - Define Transition Requirements
  - Validate Solution
  - Evaluate Solution Performance
- 8.0 Wrap-up

## Additional information

- Participants qualify for 14 PDUs (Professional Development Units).

## For more information contact

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