# Business Analysis Bootcamp
## 25 PMI PDUs | 25 IIBA CDUs

**Format:** Live Instructor-Led Online through Zoom
**Duration:** Five 5.5 hour sessions

**Technology and Attendance Requirements:** Computer with a browser, Zoom, a microphone and speaker. For this workshop, camera should be on if possible and you must be actively participating.

Gain the critical skills needed to be a successful business analyst. This course is designed to provide a complete and detailed training experience covering most aspects of business analysis. It is a powerful experience for those new to the analyst role or those with experience seeking formal training.

You will gain context for the role complete with a structured approach to provide value to your organization. This includes understanding business analysis terminology, the business analysis lifecycle, and how to perform core business analyst activities such as engaging with stakeholders, development requirements, utilizing Use Case and using other formal modeling techniques.

You will gain the fundamental skills needed to be a great BA including understand the integral parts of a business system and understanding the right solution for the right problem.

**Content:**

1. Introduction to business systems analysis
   - Best practices in business analysis (IIBA)
   - Best practices in project management

2. Business systems analysis overview
   - Business analyst role and their value
   - System lifecycle frameworks
   - Cost of defects
   - Exercise:  case study

3. Planning and scoping
   - System definition
   - Product vs. project scope
   - Exercise: create context diagram
   - Define scope boundary
   - Exercise: scope list and RACI
   - Project competing factors
   - Exercise: project sliders and RAIDS

**Content:**

4. Planning and scoping
- Terminology
- Classifications
- Exercise: refine business requirement
- Business rules
- Exercise: uncover business rules
- Personas
- Exercise: create persona
- Requirement management with class discussion

5. Business Systems Elements (B5)
- Elements and their relationships
- Business processes and entities
- Exercise: create matrix

6. Elicitation and Interviews
- Eliciting challenges
- Organizational dynamics
- Interviews
- Discussion – listening
- Exercise: Interview to elicit requirements
- Other elicitation techniques

7. User stories
- Agile at-a-glance with class discussion
- Features and stories
- Exercise: create story wall
- Prioritization
- Exercise: role play and prioritize user stories
- Story elaboration
- Exercise: elaborate a user story
- Behavior driven development
- Exercise: add acceptance criteria

8. Textual use cases
- Use case terminology
- Use case header
- Use case primary flow
- Exercise: create a use case
- Use case extensions
- Exercise: add extensions
- Use case scenarios

9. Modeling overview
- Modeling benefits, tips, and types
- Entity model overview, types, and components
- Exercise: list entities and some relationships
- Cardinality and optionality
- Exercise: update entity model
- Data dictionary
- Process modeling overview, types, and components
- Exercise: produce a swim lane
- State transition diagram
- Decision table overview
- Exercise: produce a decision table

10. Reviews and feedback
- Content for reviews
- Critical appraisal
- Exercise: create an agenda for a review