

## Business Analysis Certified Professional (BACP)

### Introduction to Business Analysis

About IIBA
ECBA , CCBA , CBA P, Certification Overview
What is a project?Why do projects fail?
What is business Analysis?
Business Analyst v/s Project Manager
Role and Responsibilities of a Business Analyst (a) Development project      (b) maintenance project (c) Pre-sales                      (d) Enterprise transformation projects
Introduction to key project stakeholders
Profile of Individuals who enter the field of "Business Analysis"
Business Analysis Process
BABOK V 3 knowledge Areas

### SDLC Methodology:

Waterfall (supplemented by videos)
V-Model
Iterative Model
Incremental Model
Agile (supplemented by videos)
Deliverables)
How BA role varies in different SDLC Models

### Defining the software requirements scope

How to define the scope of the solution
Scope document
Identification of Cover In-Scope and Out-of-Scope items
Techniques to define the scope (a) Use case Diagram (Hands on exercises) (b) Context Diagram (Hands on exercises)
How to manage scope throughout the project

### Business Analysis Planning and Monitoring

How to plan Business Analysis Approach
Business Analysis Plan
Business Analysis Work Plan 2 techniques covered - Task List and Time Estimate
How to plan Stakeholder Engagement
Conducting Stakeholder Analysis * Techniques - (a) RACI Matrix    (b) Stakeholder Map

### Documenting Requirements

Understanding Difference between BRD/FRD/SRS
General Guidelines for writing requirements
Sample BRD/FRD explained
Preparation of BRD/FRD/SRS
Analysis of requirements
Prioritizing Requirements (a) MoSCow Technique      (b) Bubble Sort Technique
Use case diagrams and their notation
Use case documentation and Sample use case
Requirement Traceability Matrix
User Stories
Process Maps - Cross Functional and Flowcharts

### Requirements Verification and Validation

Various Requirements V&V tools and Techniques (a) Simple checks      (b) Reviews and inspections (c) Walkthroughs      (d) Formal inspections (e) Checklists
Requirements Sign off and version control mechanisms

### Requirements Management & Communication

Manage Solution Scope and Requirements
What is Scope Creep?
How to avoid Scope Creep?
Change Control Process and Change Control Board
Technique -Baselining
Managing requirement traceability
What is changeand Causes of change?
How to handle change in projects?
How can BA be champion of change?

### Strategy Analysis:

Introduction to Strategy Analysis
Analyze the Current State
Define the Future State
Assess Risks
Define the Change Strategy
Business Case - ROI Calculations for evaluating a software project covered. Case Study given to participants to calculate ROI for a software project

Plan Business Analysis Communication

<b>Requirement Elicitation and Collaboration</b>
What is a requirement?
Types of Requirements: (a) Functional (b) Non-Functional (Taught with hands-on Exercises) (c) Domain (d) Transitory
What is Requirements Elicitation?
Prepare and conduct an elicitation
Confirm the results of elicitation
<u>Elicitation Techniques:</u> (a) Brainstorming (b) Document Analysis (c) Focus groups (d) Interface Analysis (e) Interviews (f) Observation (i) Survey/Questionnaire (j) Data Dictionary (g) Prototyping (h) Requirements Workshop
Making Effective Prototypes/screen mockups
Documenting Elicitation results and validating the same

<b>Hands on Learning–Practical Sessions / Activities Conducted in class</b>
Business Process Flows tools - Visio, SmartDraw
Document Preparations –BRD/SRS/FRD Develop Use Cases, Create Use Case Diagrams, Use Case documents, Wireframes all created by participants
Design and facilitate a Requirements Gathering Session (Role Play)
Creation of all forms of artifacts that a BA uses (BRD to UAT)
Hands on experience on UML

**Agile Business Analyst (Agile BA)**

<b>Agile Fundamentals</b>
Origins and History of Agile/Scrum.
Benefits of moving to Agile Methodologies for development
Agile v/s Waterfall
Agile Overview
Agile frameworks and terminology
Agile Mindset
Agile Manifesto values and principles Deep Dive with (a) Examples and (b) Case Study

<b>Product Backlog Creation and Management</b>
Properties of a good product backlog
Product Backlog Grooming
Prioritizing the backlog
Techniques to Prioritize the Product Backlog (a) Effort – Value matrix (b) MoSCoW method (c) Kano Model of Prioritization (d) Relative Weighting Technique
How to write User Story, Acceptance Criteria - INVEST Technique

<b>Scrum Fundamentals</b>
History of Scrum
Scrum Theory / Empirical Process
Scrum Values
Scrum Roles Vs Non-Core Roles
Scrum Master Role and Responsibilities
Development Team Role and Responsibilities
Team Engagement and Motivation

<b>Release Planning</b>
Creating a Release plan
Velocity and burndown charts
Release Planning Mistakes
Done Criteria
Agile Estimation Techniques / Planning Poker
Risk Management
Product Backlog Management

**Product Owner Role**

**Sprint Flow**

Product Owner Role and Responsibilities
Skills of a Product Owner
Working with Scrum Team
Working with stakeholders
Product owner role in large enterprises

How to create a Product Vision
What is Product Vision
How to Create the Product Vision
Story Map
Persona and Epics
Release Planning
Working with Stakeholders
Minimum Viable Product (MVP) Development

Sprint Planning Meeting
Product Owners Responsibilities during Sprint
Daily Scrum
Agile Development Practices
Sprint Tracking
Product Backlog Grooming
Agile Testing
Sprint Review
Sprint Retrospective
Release Retrospective

Recap
Recap and Questions