

Business Analysis Planning and Monitoring

A CBAP® Preparation Course

Instructor-Led, On-Site Duration 2 days

Overview

This seminar is designed specifically to teach practitioners techniques that are recommended by the International Institute of Business Analysts (IIBA®). It builds the requisite knowledge and vocabulary based on the *Business Analysis Body of Knowledge*® to prepare you for ultimately taking and passing the Certified Business Analysis Professional® exam.

The techniques and topics presented herein target specifically knowledge area **2 Business Analysis Planning and Monitoring**. The course utilizes experiential instruction to present the technique and includes an in-depth review of the knowledge area as the final section to reinforce the concepts and terminology.

Target Audience

Business analysts
Business Systems Analysts
Requirements Engineers
Anyone wanting to work towards becoming a Certified Business Analysis Professional® (CBAP®)

Learning Objectives

Upon completion of this seminar, you will . . .

- Defend the need for planning and monitoring business analysis activities
- Distinguish between change-driven and plan-driven initiatives
- Select the best fit business analysis approach based on project and organizational parameters
- Recognize and prepare for risks related to business analysis activities
- Plan business analysis activities based on project variables
- Plan stakeholder interaction based on individual stakeholder characteristics
- Pave the way for low-effort requirements management throughout the project
- Use quantifiable metrics to monitor business analyst performance
- Define the inputs and outputs of each task
- Demonstrate increased proficiency in the BABOK® terminology
- Paraphrase the goals and objectives of the knowledge area Business Analysis Planning and Monitoring

Developed and presented by:



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1 Introduction to Business Analysis Planning and Monitoring

Planning and Monitoring Business Analysis Activities

- Key Concepts in this Course
- Business Analysis Planning
- Monitoring Business Analysis Activities
- Keys to a Successful Course
- Exercise: Your priorities for this course

2 Planning the Business Analysis Approach

Finding the Right Approach

- Goals of this Module
- Project Management Plans
- Business Analysis Approach
- Inputs to Determining the Business Analysis Approach
- Spectrum of Project Life Cycles
- Discussion: Plan-driven or change-driven?
- Timing of BA Work
- Formality of BA Deliverables
- Level of Detail
- Requirements Prioritization
- Change Management
- Interaction with Stakeholders
- Requirements Traceability
- Exercise: Plan the Business Analysis Approach

3 Discovering and Quantifying Business Analysis Risks

Dealing with Requirements-Based Risks

- Exercise: Risk Experienced
- What is Risk?
- Uncertainty
- Impact
- It's Not Always Negative
- How to Describe a Risk
- You Can't Fix Everything
- Risk Assessment
- Exercise: Requirements Risks
- Exercise: Risk Planning

4 Planning Business Analysis Activities

Getting Down to Business Analysis Activities

- Example Work Breakdown Structure
- Information Gathering Activities
- Example WBS with Activities
- Exercise: WBS for your Deliverables
- Discussion: Business Analysis Activities
- Exercise: Identify WBS and Activities
- Exercise: Decompose Activities
- Exercise: Plan when the Activities Will Occur
- Divide Up the Work
- Exercise: Update the RACI

5 Creating a BA Communication Plan

Dealing with Project Communications

- Nature of Communication
- Example BA Communications Plan
- Exercise: Create a BA Communication Plan

6 Developing a Requirements Management Plan

Preparing for Requirements Management

- What is in a Requirements Management Plan?
- Key Aspects of Requirements Management
- Where Does the Requirements Management Plan Fit?
- Requirements Repository
- Traceability
- Requirements Attributes
- Change Management
- Exercise: Create a Requirements Management Plan

7 Monitoring Business Analysis Activities

Business Analysis Performance Metrics

- Concepts in This Module
- Metrics, Measurements and Baselines
- Business Analysis Performance Measurement
- Discussion: Business Analysis Performance Measurements
- To Implement a Measurement Program
- Discussion: What Do You Want to Measure and Why?
- State Your Goals
- Define Measurements to Compare to the Goals
- Determine How to Collect and Store the Data
- Feedback
- Root Cause Analysis using a Fishbone Diagram
- Risks Associated with Performance Measurement
- Exercise: Root Cause Analysis

8 KA2 The Ins and Outs of Business Analysis Planning and Monitoring

Inputs for Business Analysis Planning and Monitoring Outcomes of Business Analysis Planning and Monitoring

9 KA2 Specific Activities of Business Analysis Planning and Monitoring

KA2.1 Planning the BA Approach

KA2.2 Analyzing Stakeholders

KA2.3 Planning BA Activities

KA2.4 Planning BA Communication

KA2.5 Planning Requirements Management

KA2.6 Monitoring Performance