



## SCPM21 – Mastering Business Analysis

### Description

This course will provide learners with the key tools and techniques required to identify, analyse and manage the requirements in order to ensure that the goal of the project is achieved. This course is designed to function as a standalone offering, or to assist learners studying towards achieving the Project Management Institute's Professional in Business Analysis (PMI-PBA)®.

The course materials are based on industry best practices from ISO standards, the PMIdeas Project Management Maturity Model, and the *Project Management Body of Knowledge - PMBOK® Guide - Sixth Edition, Project Management Institute Inc., 2017* and *Business Analysis for Practitioners - A Practice Guide*.

### Learning Objectives

Learners completing this course will be able to:

- Produce a requirements management plan
- Collect requirements
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- Evaluate various inputs to help develop an effective solution
- Build a plan to effectively manage the business analysis activities that will occur within the project
- Establish the governance for the requirements management plan, requirements traceability, change management, document control and acceptance criteria
- Conduct requirements management activities
- Conduct traceability and monitoring activities related to managing the life cycle of requirements
- Conduct effective communication of the requirements status to stakeholders
- Conduct an assessment of how well the delivered solution fulfills the requirements and meets the business need
- Manage and control risks, changes, issues and faults
- Understand a variety of analytic, communication, decision making, elicitation, estimating, planning, prioritisation, problem solving, process analysis, reporting, stakeholder analysis, validation, valuation, verification and version control tools and techniques

### Student Materials

Materials include Learner Manual, Case Study materials including sample answers, and templates for business analysis.

### Intended Audience

This course is aimed at learners working:

- As project team members who assess a business need and manages the requirements of a project
- Project managers, program managers, business analysts, system analysts and system engineers

### Course Duration

3 days.

### Learning Time

This is a three-day training module. The course starts at 08:00 and finishes at 17:00

### Training Medium

Classroom, exercise based.

### Pre-Requisite Learning

Two to three years business analysis experience on projects

### Course Topics

- Project Management Principles
- Business Analysis Principles
- Needs Assessment
- Business Analysis Planning
- Requirements Elicitation & Analysis
- Traceability & Monitoring
- Solution Evaluation
- Business Analysis Roles
- Exception Management
- Professional Responsibility

Would you like this training adapted to your needs? Contact us for a proposal.

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Technical	5	5	5	5	3	3	2	
Leadership	7	7	7	7	7	7	7	
Business & Strategy	9	9	9	9	9	9	9	
<b>Total</b>	<b>21</b>	<b>21</b>	<b>21</b>	<b>21</b>	<b>19</b>	<b>19</b>	<b>18</b>	<b>21</b>

