RGF Group PowerBA Training Program – 8 days

BA01 — 2 days

Business Analysis Essentials

- What is Business Analysis?
- The role of the Analyst
- Defining business needs
- Four requirement types
- Defining features & scope
- The Business Process Def.
- Writing well-written reqts.

Basic

BA26 — 2 days

Requirements Elicitation

- Identifying, analyzing, and managing stakeholders
- Nine elicitation techniques
- Planning and conducting an effective reqts. interview
- Planning and conducting different types of facilitated sessions
- Capturing stakeholder needs using the right template

Intermediate

BA28 — 2 days

Requirements Analysis

- How do we analyze requirements?
- Use Case Analysis
- Scoping using the Use Case diagram
- Evaluating and prioritizing Use Cases
- Writing the main, alternative, and exception flows
- Advanced diagramming techniques
- Documenting the functional specification

Advanced

BA29 — 2 days

User Acceptance Testing for BAs

- Why is testing important?
- The "V" Model
- The role of the BA in UAT
- Writing an effective UAT test plan
- Developing test cases from use cases
- Identifying defects
- Writing a defect log
- Testing vendor-supplied applications

Advanced

BA-BoK v3.0 Quick Reference – Knowledge Areas & Tasks

Strategy Analysis

1. Analyze Current State
2. Define Future State
3. Assess Risks
4. Define Change Strategy

Current – Future – Risk – Change (CFRC)

Requirements Elicitation & Collaboration

1. Prepare for Elicitation
2. Conduct Elicitation
3. Confirm Elicitation Results
4. Communicate BA Information
5. Manage Stakeholder Collaboration

Prepare for the 4 C's (PCCCC)

Requirements Analysis and Design Definition

1. Specify & Model Requirements
2. Verify Requirements
3. Validate Requirements
4. Define Requirements Architecture
5. Define Design Options
6. Analyze Potential Value & Recommend Solution

(MVVADS)

Business Analysis Planning & Monitoring

1. Plan BA Approach
2. Plan Stakeholder Engagement
3. Plan BA Governance
4. Plan BA Information Management
5. Identify BA Performance Improvements

All Systems Get Improved by Planning (ASGIP)

Requirements Life Cycle Management

1. Trace Requirements
2. Maintain Requirements
3. Prioritize Requirements
4. Assess Requirements Changes
5. Approve Requirements

Too Many Priorities Change Approvals (TMPCA)

Solution Evaluation

1. Measure Solution Performance
2. Analyze Performance Measures
3. Assess Solution Limitations
4. Assess Enterprise Limitations
5. Recommend Actions to Increase Solution Value

(PMSEA)

Underlying Competencies

Tools & Technologies
- Business Analysis Tools
- Office Productivity Tools
- Communication Tools

COB

Analytical Thinking
- Creative Thinking
- Decision Making
- Learning
- Problem Solving
- Systems Thinking
- Conceptual Thinking
- Visual Thinking©

A POET

Behavioral Characteristics
- Adaptability
- Personal Accountability
- Organization & Time Mgmt.
- Ethics
- Trustworthiness

Business Knowledge
- Business Acumen
- Industry Knowledge
- Organization Knowledge
- Solution Knowledge
- Methodology Knowledge

BIOMS

Communication Skills
- Written Communication
- Non-Verbal Communication
- Listening
- Verbal Communication

WNLV

Interaction Skills
- Facilitation
- Leadership
- Influencing
- Negotiation
- Teamwork

FLINT