

Course BA120: Detailing Business Data Requirements

Course Duration: 3 days

Prerequisite Courses: BA110: Essential Skills for the Business Analyst (or equivalent knowledge)

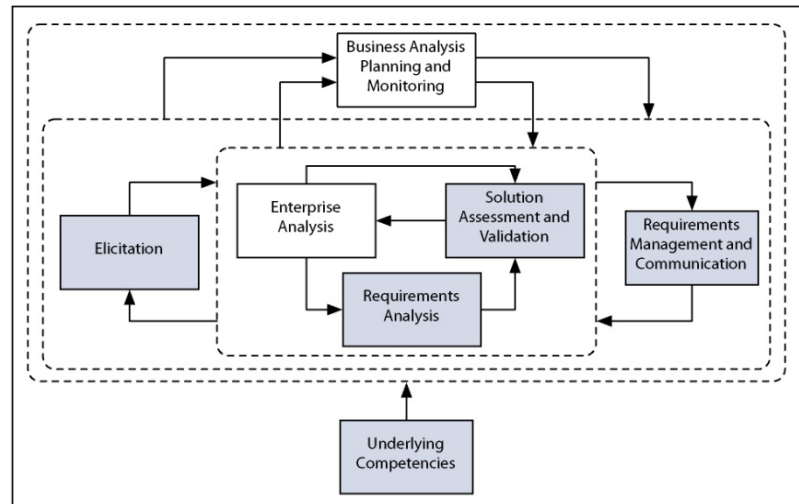
Certification: Earn 21 IIBA™ Continuing Development Units™ (CDUs).



Achieveblue™ is an Endorsed Education Provider™ with the International Institute of Business Analysis™. This course has been officially endorsed as part of Achieveblue’s business analysis curriculum within that program.

This course aligns with and provides topical coverage for the following knowledge areas within version 2.0 of the IIBA® Business Analysis Body of Knowledge®:

- Elicitation
- Requirements Analysis
- Underlying Competencies
- Solution Assessment and Validation
- Requirements Management and Communication



Course Overview

Intended Audience:

This course is designed for business analysts, systems analysts, data administrators, database administrators, or any other project team member involved with business analysis. This course may also be appropriate for individuals who manage business analysts or those who work with the business requirements document and need a more in-depth understanding of the process and documentation.

Prerequisites:

General prerequisites include business level proficiency in verbal and written English. We recommend that students first attend our Essential Skills for the Business Analyst class or have experience in project scope definition, gathering requirements from subject matter experts, and understand how business requirements fit into the entire systems development effort.

Positioning:

Understanding and documenting business data requirements is a critical component in defining complete requirements. Every process uses data and almost all business rules are enforced by data. Missing a critical piece of data or incorrectly defining a data element contributes to the majority of maintenance problems and results in systems that do not reflect the business needs. This course teaches students an in-depth approach to identify and define all necessary data components using both textual templates and an entity relationship diagram.

Students will be given data templates with a suggested documentation structure for defining Business Data Requirements. In addition students will be shown how to document data using an entity relationship diagram to produce a logical data model in combination with the supporting detailed templates.

Even if your organization has a data administrator or data warehouse team who is responsible for documenting and managing the organization's information needs, every project uses a subset of that enterprise information in its own unique way. Business analysts must understand the importance of data in all of their projects and include data requirements in their business requirements documentation. Failing to document which data elements need to be used in a calculation, or displayed on a report, leaves the developer the responsibility of choosing the correct pieces of business data from hundreds if not thousands of available fields. These missing requirements often lead to expensive and lengthy project delays during the testing phase.

"... the data sees the big picture, while the various people and machines and organizations that work on the data see only a portion of what happens. As you go about doing a Structured Analysis, you will find yourself more and more frequently attaching yourself to the data and following it through the operation. I think of this as "interviewing the data." It is usually more productive than any other single interview."

Topical Outline

Unit 1: Introduction

- What is a business data requirement? Why are these requirements important?
- Review the requirements package.
- What is the difference between business data and database design?
- Review the 7 characteristics of "excellent" requirements.
- Review the 5 core requirements components.

Unit 2: Entities and Attributes

- Review the components included in the project initiation section of the requirements package.
- Learn to use the context level dataflow diagram as a starting point for identifying data requirements.
- Entity types are the basic building blocks of the business data. This section defines entities, gives suggested naming guidelines, teaches the importance of entity definitions, gives criteria to evaluate potential entities, describes entity unique identifiers, and has students identify and document entities from the case study.
- Attribute types are characteristics of entity types. This section defines attributes, gives suggested naming guidelines and class words, teaches attribute cardinalities, gives criteria to evaluate attributes, and has students identify and document attributes from the case study.
- Understand the difference between logical unique identifiers and primary keys.

Unit 3: Entity Relationships and Diagramming Conventions

- Learn how business data requirements are displayed in an entity relationship diagram.
- Relationships are data associations that define the business rules of the project as they relate to data. This section defines relationships and business rules, gives suggested naming guidelines, teaches relationship cardinalities, and has students identify and document relationships from the case study.
- Review common diagram notations for data related business rules.

Unit 4: Detailing Data Requirements

- Detailing repeating data elements. Repeating attributes must be broken down into their components, properly named, and clearly documented with example data values. Students will refine their requirements document based on additional business requirements.
- Detailing complex business rules. Complex business rules (many to many relationships) should be properly named and clearly documented with example data values. Students will refine their requirements document based on additional business requirements.
- Detailing sub-category entities. Some business data naturally falls into sub-categories and should be documented as such. These entities must be properly named, and be related to the supertype entity. The sub-category is defined as either exclusive or inclusive and a discriminating attribute is created.

Unit 5: Transitioning from Business Data to Physical Design

- Learn how to link the data and process elements to identify missing or incomplete requirements. Each essential process must use data, and each data element must be used by at least one essential process.
- How does business data become a database design? Review the data requirements for completeness, understand how logical components are translated to physical components, and develop a strategy for maintaining the business requirements.
- Introduction to database design.
- Scope the design area using subject areas.
- What is de-normalization? Why de-normalize a database design?

Unit 6: Comprehensive Workshop: e-business case study

- Identify and document entities.
- Identify and document attributes.
- Identify and document data related business rules.

Appendix: Data Normalization

- What is data normalization and why is it important?
- What are the rules of normalization?

Contact us for more information at 416-236-3005 or info@achieveblue.com



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