

Course BA230: Developing a Business Analysis Work Plan

Course Duration: 3 days

Prerequisite Courses: BA110 Essential Skills for the Business Analyst (or 2 years experience – see below)
Earn 21 IIBA CDUs

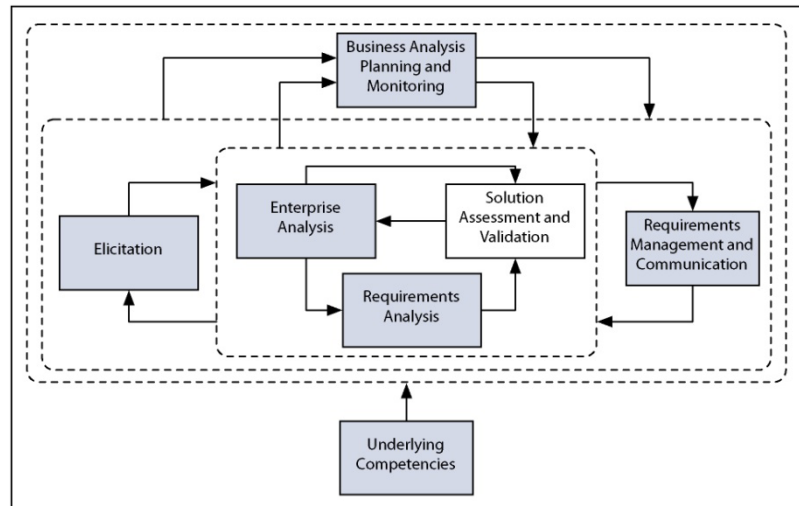
Certification: Earn 21 IIBA™ Continuing Development Units™ (CDUs).



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
- Enterprise Analysis
- Requirements Analysis
- Business Analysis Planning and Monitoring
- Requirements Management and Communication
- Underlying Competencies.



Course Overview

Intended Audience:

This course is intended for anyone who is interested in learning a practical approach to planning the necessary business analysis tasks for their project.

Prerequisites:

Business analysts registering for this course must have attended Essential Skills for the Business Analyst, or have at least 2 years experience in requirements elicitation, analysis, and documentation using structured techniques. Contact B2T Training if you would like to pass out of these prerequisites.

Positioning:

Having trouble getting started? You know how to perform business analysis techniques, but do you know which are most appropriate for your current project? Students are encouraged to bring their project to develop their business analysis work plan.

During class students will be provided our BA Planning Framework™ and worksheets to guide their planning efforts. A business analysis work plan is used by the entire project team to avoid missing major requirements or stakeholder areas, or going down the wrong path and building the wrong solution. This class will reveal the many business analysis planning considerations to ensure the project's success.

Since every project is unique, an excellent business analyst develops a work plan at the beginning of each assignment to ensure that they are focused on the right tasks and deliverables for the project. The business analysis work plan may be a single sheet of brief notes on a small project or a more formal document on larger projects. Regardless of the output produced, an excellent business analyst thinks through the plan before starting work. Planning is constantly reconsidered and revised as the business analyst learns more and more about the project.

Regardless of when the BA joins a project or the type of project it is, this class will guide planners to deliver an intelligent business analysis work plan to the project manager.

The course will help business analysts plan for and estimate the business analysis effort for various types of projects and situations including:

- Projects using any methodology including an agile development approach.
- Stakeholders who are geographically dispersed.
- Projects that have not been clearly defined.
- Projects with high business impact and risks.

"Rowing harder doesn't help if the boat is headed in the wrong direction."

Topical Outline

Introduction

- Business analysis planning.
 - Overview of business analysis planning activities.
 - Discuss the relationship of the project manager and the business analyst in planning.
- Use of the BA Planning Framework™ approach to planning.
 - Project - Understanding the project characteristics.
 - People - Identifying stakeholders and planning for communications.
 - Process - Planning the analysis activities.
- The business analysis work plan.

Project - Understanding the Project Characteristics

- Let's get started - a checklist to assess the current state of the project and to help get started
- The Project Overview Worksheet - Is the project clearly defined?
 - Business objectives
 - Problems/opportunities
 - Requirements scope
 - High-level business processes
- The Business Impact Worksheet - What is the relative importance of the project to the organization?
 - Size (number of stakeholders, number of business processes involved, number of business rules).
 - Importance (estimated cost, potential benefits, criticality of business area, level of key stakeholders).
 - Risk (project, business, technology).
- Enterprise analysis - understanding how this project fits into the organization's overall strategy.
- Group workshop - assess the project and score the business impact of a sample project.

People - Stakeholder Analysis and the Communication Plan

- Why plan for stakeholder interactions?
- Assess the project sponsor
- Identify both primary and secondary stakeholders:
 - Searching for all stakeholders, not just the obvious ones
 - Understanding each stakeholder's area of concern
 - Documenting stakeholder's needs
 - Consider the characteristics of each stakeholder group
- Determine effective communication practices for each stakeholder group:
 - Is this group providing requirements, using requirements, or supporting the project work?
 - Which elicitation technique(s) will be most effective?
 - What requirement presentation format will be most comfortable for this group?
- The Stakeholder Analysis Worksheet
 - When and where will communications with each stakeholder be most effective?
 - What are the best communication techniques for each stakeholder?
- Group workshop - identify and analyze the stakeholder groups for an example project and identify the appropriate communication techniques

Process - Planning the Analysis Activities

- Plan the analysis activities
 - Step one - Assess which requirements components are needed?
 - Step two - Determine which deliverables are needed using the Deliverable List Worksheet
 - Step three - Develop an approach for creating each deliverable using The Deliverable Worksheet
- Consult with organizational standards/methodologies for required deliverables.

Creating the Business Analysis Work Plan

- Step one - Create the business analysis task list
- Step two - Estimate analysis time
 - Using historical data to estimate
 - Tracking actual time to estimate
- Step three - Finalize the business analysis work plan
- Group workshop - develop a task list of analysis and requirements activities for a sample project.
- Intelligent negotiation skills.
- Getting signoff on the plan.
- Base lining the plan and initiating change control.

Planning for Different Types of Projects

- Planning for a large development project.
- Planning for enhancement or maintenance projects.
- Planning for a COTS (commercial off the shelf software) project.
- Planning for an outsourced or off-shore development project.
- Planning for a project using a RUP style/iterative style development methodology.
- Planning for an agile style development process.
- Planning for a reporting or data warehouse project.
- Planning for a process improvement effort.
- Planning for an infrastructure upgrade (getting a new email system or operating system like VISTA).

- Group workshop: Discuss planning considerations for case study projects

Appendix - Ongoing Requirements Management

- What is Requirements Management?
 - Using a requirements repository
 - Develop a requirements management plan
 - Reusing existing requirements
 - Reusing existing data
 - Identifying requirements attributes
- Plan for requirements traceability.
 - Learn about traceability matrices and requirements links.
 - Understand the purpose of forward and backward traceability.
 - Determine which requirements should be "traced."
 - Determine the appropriate approach for managing traceability.
 - Exercise: Perform impact analysis using traceability.

Appendix - Enterprise Analysis and Advanced Project Initiation

- Overview of project planning. For business analysts who have never taken a project management course, this appendix gives an overview of the project planning process to aid in understanding how the business analysis work plan fits into the project plan.
- Learn to use root cause analysis.
- Learn to use SWOT analysis.
- Learn to create a high-level Six Sigma SIPOC process map.
- Advanced project initiation requirements:
 - Learn techniques to identify strong project objectives.
 - Learn a technique to help subject matter experts scope a project with unclear boundaries.
 - Group workshop - scope an unclear project.
- Gap Analysis

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



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