

## IT Business Analysis – Online Course - latest syllabus from January 2023

IT Business Analysis is a set of tasks and techniques used to work as a liaison among stakeholders in requirements management for a software project. Business Analysis ensures that the customer, end user, and developers have a common understanding of software project requirements.

Our course, in general, is equipped with:

40+ hours of sessions

40+hours of assignments making it one end-to-end project implementation

20-30 hours of second real-time project implementation

**Total duration of the course is for 100+ hours.**

### 1. Introduction and Fundamentals

- Business Analyst – Who, What, Why
- BA – qualities, skills, roles, responsibilities
- Six Sigma, IIBA, CBAP, PMI, BCS, IREB Overview
- Software Development Life Cycle
- Methodologies – Waterfall, Agile, Scrum, RAD, Kanban, Lean, DevOps, Hybrid, etc.
- Automation – Levels, Types, Technologies

### 2. Enterprise Analysis

- Client Software – why, what, how, when, where
- Gap Analysis, Project Scope
- Product vs Service, Static vs Dynamic
- Technical vs System
- 80/20 Rule, Moore's Law

### 3. Aligning with BA Thought Process

- Converting you into a Professional BA
- Thinking, Talking, Writing like a BA
- Create your own project from scratch
- Deliver 50+ pages FRD by end of the training
- Process-oriented thought process

### 4. Requirement Process, Planning and Management

- Understanding IT project hierarchy
- Requirements Process, Planning, Management
- RAM / RACI Matrix
- Work Efforts & Estimations
- BA's responsibilities
- BA's plan to feed into Project Plan

### 5. Requirements

- Requirements – Types, Levels, Characteristics
- Business Requirements
- User Stories / User Requirements
- System Requirements
- Functional Requirements
- Cross / Non Functional Requirements
- Implementation Requirements
- UI / UX Requirements

### 6. Requirements Elicitation

- Principles, Techniques, Constraints, Challenges
- Document Analysis
- Design Thinking, Requirements Workshops
- Observation, Job Shadowing
- Models, Scenarios, Context Diagrams
- UML - use case diagrams, activity diagrams
- Surveys and Questionnaire
- Interviewing
- Focus Group Interviews
- Brainstorming
- Reverse Engineering
- Prototyping / Wire Frames
- Requirements Walkthrough
- JAD – Joint Application Development

### 7. Requirements Analysis

- Analysis – Classification, Prioritization, Validation
- Requirements Sign Off
- Kick-Off Meetings
- Sprint Planning/Review Meetings
- Scrum/Stand-up Meetings
- Scrum Artifacts – impediments, backlogs, burn downs, delta report, releases, mapping

### 8. Requirements Documentation

- BRS, BRD, BSD, URS, URD, USD, FRS, FSD, FRD, NFR, XFR, IR, UIR, UXR, SRS
- Thumb Rules to follow at every stage
- Rules, problems, use of terms, structure
- Structure, Grammar, and banned words
- Everyday mentorship to prepare all this on your own

### 9. UML, UI, PM, Word Processing, Collaboration Tools

- Help in working with all kinds of tools BA use
- UML tools - MS Visio, StarUML, LucidCharts, etc.
- UI tools - Pencil, Balsamiq, etc.
- PM Tools - JIRA, Microsoft Teams, etc.
- Other tools – MS-Word, SharePoint
- Licenses – Free or Student's License will be given

### 10. Requirements Management

- RTM - Requirements Traceability Matrix
- Requirements Change Management
- Requirements Risk Management
- Impact Analysis
- Conflicts Management

### 11. Miscellaneous

- Versioning
- Repositories
- Minutes of Meeting
- Weekly Status Reports
- Online Approvals

### 12. Validation

- General Idea on how Testing Team works
- Terminology used by Testing Team
- QA, QC, Software Testing
- Testing Strategy, Planning, Test Cases
- Types, Methods, Levels of Testing
- Defects Management

### 13. UAT (User Acceptance Testing)

### Online Delivery Model

All the courses are conducted by an expert instructor. These live instructor-led-sessions will be delivered through Internet via Google Meet with VOIP services. Normally you will be connected to audio using your computer's microphone and speakers, but a headset is recommended.

### Trainer's Profile

- 20+ years of professional experience in IT industry
- Varied domain knowledge – you can ask for any domain and do the project in your own specified domain.
- Excellent working knowledge of most of the technologies specifically with Microsoft Technologies
- Microsoft Certified Professional
- Highest Degree – MBA
- 10+ years of experience in training Business Analysis – both Internal & External trainees
- Provides everyday mentorship to ensure every student learn everything related to BA job
- Ready to share knowledge
- Apart from BA experience, trainer possess very good knowledge on Project Management, Six Sigma, Testing
- Discuss more real-time scenarios, create more troubles and make you troubleshoot them, build confidence
- Keen on helping students by going beyond few miles.
- Non-commercial – accept very limited registrations per batch so that focus on every individual efficiently
- Trainer-owned service – no dependency on external trainer, or blame on others. Single-point of contact for everything. 100% guarantee for all the promises made in this document.

**14. Miscellaneous** - discuss anything that has not been covered above and within the scope of BA job.

**15. Topic-wise study materials** – supporting documents for everyday topics and tasks done by BA.

**16. Student Portal** – Life-time free online reference library with 500+ resources.

**17. Project Work** - 2 complete IT project life cycles implementation

**18. Certification** - at the end of the course, a course completion certificate will be awarded on our company name - BA Training School. This can be used for up to 40 PD units for any International Certification. If required, guidance will be provided to take any such International Certifications.

**19. Resume Help** - From day one, discuss on making BA resume without using any face things.

**20. Interview Help** - From day one, help with interview questions, what kind of questions, how to defend them, how to prepare, etc.