€TRAINING

Essential Business Analysis Skills

27 - 31 October 2024
Cairo (Egypt)

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Introduction:

Understanding today's business landscape requires insight into processes, goals, and stakeholder needs. Business Analysis serves as a vital link between these elements, enabling organizations to find practical solutions to complex challenges. By examining data, workflows, and stakeholder input, this training program uncovers opportunities for efficiency, innovation, and strategic alignment. It emerges as a critical resource, bridging the gap between business challenges and effective solutions, illuminating pathways to success.

Program Objectives:

By the end of this program, participants will be able to:

- Understand the role and significance of the Business Analyst within organizations.

- Plan Business Analysis Activities effectively, defining objectives, timelines, and resources.

- Analyze Enterprise Requirements comprehensively, aligning stakeholder needs with organizational goals.

- Manage and Communicate Requirements proficiently, ensuring clarity and stakeholder buy-in.

- Write Clear and Concise Requirements for successful project implementation.

- Assess and Validate Business Solutions rigorously, ensuring alignment and value delivery.

Targeted Audience:

- Managers seeking to enhance their understanding of Business Analysis principles to drive organizational success.

- Business analysts looking to refine their skills and techniques in requirements elicitation, analysis, and management.

- HR professionals involved in project management or organizational development initiatives.

- IT professionals aiming to strengthen their capabilities in aligning technology solutions with business needs.

Program Outlines:

Unit 1.

Introduction to Business Analysis:

- Understanding the Role of the Business Analyst.

- Exploring the Business Solutions Life Cycle BSLC.

- Selecting Appropriate Business Analysis Techniques.

- Essentials of Enterprise Analysis.

- Developing a Comprehensive Business Case.

- Defining Solution Scope Effectively.

Unit 2.

Analyzing Requirements:

- Identifying System Users and Stakeholders.

- Understanding the Architecture Framework.

- Introduction to Modelling Concepts.

- Modeling Data Requirements for Effective Analysis.

- Business Process Modelling for Business Analysis.

- Writing Clear and Concise Requirements.

Unit 3.

Eliciting Requirements:

- Utilizing Various Interviewing Methods.

- Observing Business Activities to Gather Insights.

- Administering Questionnaires Effectively.

- Conducting Document Analysis and Observational Studies.

- Facilitating Productive Workshop Sessions for Requirements Gathering.

Unit 4.

Managing and Communicating Requirements:

- Handling Conflicts and Issues in Requirement Management.

- Managing Requirements Change Effectively.

- Maintaining Solution Scope and Managing Scope Creep.

- Communicating Requirements Clearly and Effectively to Stakeholders.

- Extracting Valuable Insights and Lessons Learned from Projects.

Unit 5.

Solution Assessment and Validation:

- Assessing Proposed Solutions against Established Requirements.

- Identifying Gaps and Shortcomings in Proposed Solutions.

- Determining Appropriate Workarounds and Changes to Enhance Solutions.

- Conducting Rigorous User Acceptance Testing to Validate Solutions.

- Evaluating Solution Performance and Effectiveness in Meeting Stakeholder Needs.