



## Business Analyst

### Topics Covered

#### Week 1:

##### Day 1

###### Introduction

- Role of a Business Analyst
- Importance of the role
- Skills required for the role
- Discussion supported with live project insights

###### Software Development Life Cycle (SDLC)

- Waterfall model
- Agile Model
- Compare and differentiate SDLC models.

###### Q&A session

- Any questions?

##### Day 2

###### Major Project Deliverables and how to produce them

- Stakeholders Analysis (RACI Matrix)
- WBS
- BA activities/tasks and their approach
- Create/Manage/Update Scope
- Requirements (Business, Functional, Non-functional)
- User stories
- Requirements Traceability Matrix
- Release Notes
- Training manual / User Guides
- Data Dictionary and Glossary



## Requirements gathering techniques

- JAD/ Requirements Workshops
- Surveys/questionnaires
- Shadowing SMEs
- Brainstorming
- Prototyping
- Traditional Interviews
- Others

## Week 2:

### Day 1

#### Other tasks and activities as a BA

- Root Cause Analysis
- SWOT Analysis
- Gap Analysis
- Problem tracking/action items tracking
- Structured walkthrough of requirements
- Data modeling and data mapping

#### Use Case

- Introduction to UC
- Importance of Use Case
- Identifying Actors
- Use Case Template

#### UML

- Introduction to UML Diagrams
- Use Case Diagrams
- Activity diagrams
- Swim Lane diagrams
- Business Process Flow



- Data Flow Diagrams
- Context Diagrams
- Others

## Day 2

### Tools used by BA

- Introduction to BA tool
- (MS Visio)
- Create requirements package using tool.
- Create UML diagrams using tool
- Practice session

### Practical Assignment

- Trainees are given assignments which they need to work after week 2 and bring when they come for week 3 (This is not a test or exam but just an assignment for discussion purposes)
- Assignment involves usage of both, tool and theoretical knowledge, gained so far.

## Week 3:

## Day 1

### Practical Assignment

- Review and discuss Practical Assignment

### Agile Model, getting more acceptance lately

- Scrum
- Extreme Programming (XP)
- Kanban
- Comparison of Agile and waterfall Life-Cycles

## Day 2

### Business Analysis: Standard Practices and Governance

- IIBA BABOK



- Knowledge Areas

#### Domain knowledge and its importance

- Understanding business domains  
Determine which business domains trainee best fits in

#### Project Management Overview

Challenges in real life projects and how to handle them

Q&A session

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