Inteq's Professional Business Analysis Training Courses

Business Systems Analysis

Agile Business Analysis

Business Process Modeling

Business Process Reengineering

Logical Data Modeling

Advanced Data Modeling

Change Management

Effective Business Cases

Requirements Management

Soft Skills

BA Bootcamp

BUSINESS ANALYST BOOT CAMP
Defining Business and User Requirements
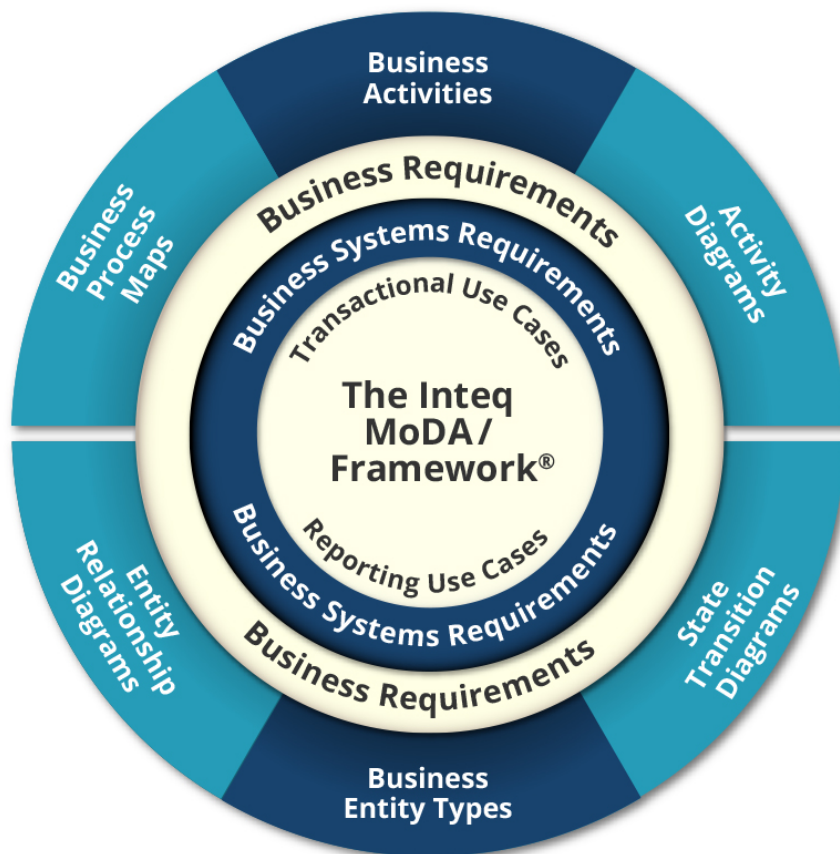
Course Overview & Outline

Inteq's 4-day Business Analyst Boot Camp provides participants with the full range of critical thinking skills, business and systems analysis concepts and hands-on techniques to rapidly capture business requirements and to identify, thoroughly analyze and clearly specify forward facing business system user requirements.

www.inteqgroup.com

Business Analyst Boot Camp
Defining Business and User Requirements

COURSE ABSTRACT

Inteq's 4-day Business Analyst Boot Camp provides participants with the full range of critical thinking skills, business analysis concepts and hands-on techniques to rapidly capture business requirements and to identify, thoroughly analyze and clearly specify forward facing business and user requirements.

Inteq's Business Analyst Boot Camp is about business and systems requirements - from a business perspective - and is seamlessly integrated and cohesively organized around Inteq's model-driven analysis framework for delivering agility, precision and consistency in business and systems analysis.

Until now, text oriented analysis (bullet lists, indented outlines, etc.) prevailed as the primary technique to identify, analyze and specify business and system requirements. Text oriented analysis, however, is resource intensive. It often lacks standardization, depth and precision.

Some organizations have attempted to adapt technical design methods (class diagrams, object interaction diagrams, etc) to business systems analysis. Technical design methods intimidate and alienate the business community. As a result, stakeholders disconnect from the analysis process.

These approaches fail to deliver. In today's fast moving, agile, complex business environment organizations can no longer afford the costly mistakes, operational inefficiencies and lost opportunities that result from superficial analysis and ambiguous requirements.

Inteq's model driven analysis approach and best practice methods utilize a cohesive set of intuitive business oriented visual diagrams (e.g. process maps, activity diagrams, etc.) to rapidly identify, critically analyze and clearly specify forward facing business and business systems requirements. The result: breakthrough speed, accuracy and depth of business systems analysis. [Read More]

Inteq's Business Analyst Boot Camp transforms business and systems analysts into high-impact professionals; professionals that connect with business end users, uncover and rapidly assimilate deep business knowledge, and critically analyze and transform that knowledge into thorough, precise unambiguous business and user requirements.

Our goal is transformational change in how participants approach, think and practice business analysis. This includes a cultural shift from an order taking approach to a professional consultative approach that drives substantial ROI from analysis. Transformative change enables participants to move past the obvious needs, wishes and gripe analysis to a deep forward facing professional analysis based on driving operational efficiency and organizational effectiveness.

The knowledge and skills acquired from this course enables participants to standardize, continually refine, and consistently apply and leverage business and analysis best practices across projects across the enterprise.

Inteq training is more than education; its transformation - for the participants, project teams and their organizations. That's why over 300,000 business and systems analysis professionals worldwide choose Inteq's training courses.

LEARNING OUTCOMES

Upon completion of this course, participants are able to:

- Apply the 5 underlying business requirements patterns that form the foundation for business analysis
- Engage business users, subject matter experts and stakeholder in the analysis process
- Ask specific questions that elicit deep business knowledge and surface "hidden" requirements
- Analyze business requirements 360º to ensure thorough analysis
- Identify and validate complex business scenarios
- Leverage analysis resources and business knowledge across the enterprise

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- Apply agile business analysis best practice techniques and methods
- Assess the business value of deliverables to optimize the allocation of analysis resources
- Select and apply elicitation best practices in working with SMEs, customers and other stakeholders
- Create clear concise user stories from use cases
- Utilize the future-state process maps to identify forward facing business requirements
- Create visual models / diagrams to engage business users / subject matter experts in analysis
- Transform project level analysis and requirements to enterprise level analysis and requirements
- Elicit and apply business scenarios to validate requirements
- Utilize use-cases to professionally specify precise unambiguous requirements
- Conduct facilitated workshops to rapidly discover and validate deep business knowledge
- Apply a wide range of critical thinking skills to business and systems analysis

AUDIENCE

Business and I.T. professionals at every level of experience. This course is designed for Business Process Analysts, Business Analysts, Business Systems Analysts, Project Managers, IT Professionals, Subject Matter Experts, and anyone actively involved in analyzing business processes, discovering business requirements and identifying, analyzing and specifying business and user system requirements.

PREREQUISITES

None. This course provides a comprehensive, cohesive approach to business analysis, regardless of your background and experience.

LEARNING METHOD

Traditional live instructor-led physical classroom.

DURATION

4 Days, 28 IIBA Professional Development (PD) Hours. Business Analysis Boot Camp is fully aligned with the BABOK® Version 3.0 Business Analysis Body of Knowledge – including the Agile Extension to BABOK® and are endorsed for CBAP® Certification and CCBA® Certification.

WHAT'S INCLUDED

In addition to the world-class training, participants also receive a comprehensive course workbook - which is yours to keep, supplemental materials, a personalized Certificate of Completion and CEU (continuing education unit) and PU (Professional Development) credits

AVAILABILITY

Business Analyst Boot Camp is available onsite worldwide at your location.

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COURSE TOPICS

Day 1

Executive Overview*: Foundation for Business and User Requirements
- Enterprise Analysis: Business Functions and Processes
- Model Driven Analysis and the MoDA/Framework™
- Effectiveness and Efficiency - Creating Customer and Business Value
- The 5 Essential Business Analysis Questions
- Business Requirements and Strategy Execution
- Agile Business Analysis

Capturing Business Requirements
- Capturing Business Requirements via Business Process Maps
- The Mechanics of Business Process Mapping
- Workflows and Cross Functional Analysis
- Analyzing Business Process Work Activities

* Added bonus: Bring your manager, director, or CIO to the
  Executive Overview session at no additional charge.

Identifying User Requirements
- The 5 Underlying Patterns of Requirements
- Rapid Identification of Baseline Requirements
- Anchoring and Validating Baseline Requirements
- Applying Critical Thinking to Baseline Requirements

Analyzing User Requirements
- Activity Diagramming and the Interaction Flow of Events
- Identifying and Analyzing Alternative and Exception Flows
- Getting the Deep Requirements via Scenario Analysis
- Defining Forward Facing "to-be" Functionality

Day 2

Applying Agile Analysis Techniques
- What is Agile Business Analysis?
- Agile Analysis Myths and Misconceptions
- Framework and Roadmap for Agile Analysis
- Agile Analysis Products and Deliverables
- Business Domain Pre-Analysis

Getting the Right Story "Right"
- Essential Elements of a User Story
- Getting Just-Enough Just-In-Time
- Creating User Stories from Use Case Scenarios
- Distilling Actionable INVEST Items from User Stories
- Assessing Customer Value and Defining Acceptance Criteria

Business Information Requirements
- Transactional Requirements versus Information Requirements
- Deconstructing Business Terms, Concepts and Facts
- Capturing Data-Oriented Business Rules
- Using State Transition for 360º Analysis

- Asking the Right Business Questions for Reporting and Metrics

Day 3

Organizing, Specifying, Packaging and Communicating Requirements
- System Requirements Specification (SRS) via the Visual-Model Use-Case Approach
- Distilling Recurring Functionality
- Forming test cases and Tracing requirements
- Requirements Definition and Management (RDM) Best Practices

Managing the Moving Parts
- The Backlog: Balancing Business Value with Time, Talent, Quality, Risk and Budget
- Scrums & Sprints – Planning, Roles & Execution
- Managing Scope and Expectations

Requirements Case Study – Part 1
Participants develop a set of user stories to support a complex set of real-world business and system requirements. This case study provides an invaluable template that participants can leverage to jump-start agile analysis in their organization.

Day 4

Requirements Case Study – Part 2
Part 2 builds-on and extents the business and user requirements identified and analyzed in Part 1.

Discovering Business Knowledge
- Light & Deep vs. Superficial Discovery
- Professional Analysis vs. Order Taking
- Key Sources of Business Knowledge
- Capturing Business Knowledge

Workshop Facilitation Skills
- The Dynamics of Workshops / Facilitated Sessions
- Identifying and Organizing the Right Participants
- Facilitation Techniques & Best Practices
- Capturing and Validating Session Knowledge

Practical Guidance
- Scaling Analysis to Different Types of Projects
- Leveraging Analysis via Reference Models
- Take-Home Templates
- Getting Started Monday Morning

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INSTRUCTOR RATINGS

"Really enjoyed the training….already proving to be useful in my current project. James [Proctor] was engaging and very informative. I would say this was the best use of training funds that I have spent in my nine years here at Kansas State." Kansas State University

"Inteq stressed the important topics at the right time - The instructor's [James Proctor] presentation style facilitated a comfortable level for understanding the course material." - Fannie Mae

"The instructor [James Proctor] incorporated real life examples with personal stories that kept us engaged - explaining how, when, and why to use certain analysis techniques, not just overloading us with 1000 different techniques. This class has made us feel empowered rather than overwhelmed. The training was well structured with excellent handouts." -American Airlines

"My team mates and I were fortunate to be able to attend James Proctor's Business Systems Analysis and Business Process Management training and it was excellent!" - Pacific Northwest Division

"I've never seen this material distilled so well and related so completely to the day to day tasks of understanding and analyzing a business." - InfoWorld Review

"Just completed Developing Business Requirements. It was a fantastic course – I found it to be extremely helpful to my work in implementing modeling and analysis." U.S. DOE

"Great class on Business Systems Analysis - The methodical approach to analysis and the resultant documentation is simple and coherent. This takes the anxiety out of it and brings confidence." -Madison Performance Group

"Thank you! My coworkers and I really enjoyed the class. We are already applying the concepts to our current project…the training has been extremely helpful!" - Capital Group

Jim [Proctor] is truly an expert and I learned a great deal from this training. If one wants to become much improved in this very critical business skills space, I would highly recommend Inteq's training - Edward Baldwin, HR Director, Teletech

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INSTRUCTOR BIO – JAMES PROCTOR

James Proctor is the Director of Professional Services for the Inteq Group, Inc. and author of Mastering Business Chaos. He frequently lectures on business transformation and reengineering and serves on the board of several non-profit organizations.

In Mastering Business Chaos he reveals underlying patterns he has discovered in thousands of client interactions ranging from Fortune 500 to emerging growth companies and government agencies throughout the spectrum of industry.

Proctor specializes in business transformation, enterprise business process reengineering, enterprise application software, and business analysis and systems analysis utilizing model driven analysis techniques.

He has conducted hundreds of business process improvement and business requirements analysis projects for commercial and governmental clients across numerous industries - including financial services, telecommunications, media, insurance, public utilities, manufacturing and distribution, government, healthcare and education.

Proctor is the author of Inteq's highly acclaimed Business Analysis training series – including Business Process Modeling, Business Process Management, Business Systems Analysis, Agile Business Analysis and Logical Data Modeling – that have reached over 300,00 business and I.T. professionals worldwide.

Proctor developed Inteq's BPR360/Framework™, Agile/Framework™ and MoDA/Framework™ (Model Driven Analysis) that serve as the foundation for Inteq's business and systems analysis consulting services and training programs. The frameworks have been adopted as a standard for business and systems analysis by numerous public and private sector organizations.

Proctor started his career with the firm of Ernst and Young with their consulting group in Dallas and specialized in the aerospace, manufacturing and defense industries.

In the mid-1980's, Proctor cofounded the Inteq Group, Inc. Today, Inteq is a team of top industry professionals that serve commercial and governmental organizations worldwide.

Educational and Professional Certifications: B.S. Industrial Management and Operations Research, Indiana University | MBA: Information Technology, Indiana University | Additional post graduate work at University of Texas and UCLA Extension in connection with financial accounting, cost accounting, business financial analysis, and media and entertainment.

Publications:

Books:

- *Mastering Business Chaos*, Copyright 2010, London House Press
- *The Agile Organization, Scheduled Release 2018, London House Press*

Recent Whitepapers:

- *Lean: Getting Early Wins from BPR*
- *Transforming a Hero Culture*
- *Inteq's BPR360/Framework™ - The Blueprint for Business Transformation*
- *The Inteq Agile/Framework™ - Breaking the Myth of the Iron Triangle*
- *The Five Essential Business Analysis Questions*
- *Top 10 Business Intelligence (BI) Requirements Analysis Questions*