BUSINESS ANALYSIS FOR PROJECT SUCCESS:
ENHANCE ESSENTIAL KNOWLEDGE, IDEAS AND METHODOLOGIES

OUR GLOBAL STANDARDS AND ACCREDITATION

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EFQM — Shares what works.

ilm — Recognised Provider

iosh

THE NATIONAL EXAMINATION BOARD IN OCCUPATIONAL SAFETY & HEALTH

PMI Registered Education Provider — Project Management Institute

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CIPS — Chartered Institute of Purchasing & Supply

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هيئة المعرفة والتنمية البشرية — KNOWLEDGE HUMAN DEVELOPMENT AUTHORITY

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SQA

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INTRODUCTION

Business Analysis is recognised in the modern world as an important prerequisite to successful solution of business problems and enhanced return on capital investment. Bigger challenges, bigger investments, higher risks of business projects are combined with overwhelmingly complex economic conditions, high uncertainty and increasingly demanding stakeholders. The key to success in this environment is the need to understand the business need in the first place and to translate it to a clear set of requirements. The Business Analysis for Project Success training programme covers the knowledge necessary to conduct comprehensive analysis of business needs and definition of project requirements that are clearly linked to the creation of measurable organisational value. The training programme is focused on the enhancement of essential knowledge and skills and equips participants with a toolbox of ideas and methodologies for effective elicitation and analysis of business requirements.

Participants Business Analysis for Project Success training programme will develop the following competencies:

- Project definition and scoping
- Critical thinking, strategic analysis and management decision making
- Business needs analysis
- Stakeholder management
- Requirements elicitation techniques
- Option analysis
- Requirements prioritization and documentation
- Scope management planning and control

OBJECTIVES

The Business Analysis for Project Success training programme aims to expand participants' knowledge of business analysis methodologies to help distinguish the real business value from general wishful thinking. It provides a productive environment to develop hands-on skills and practice specific diagnostic tools and techniques. As a result of attending this training programme, the participants will be able to:

- Define the nature of business problems and link it to business directions
- Apply strategic thinking and leadership to business needs analysis
- Recognise and actively manage divergent stakeholder expectations
- Elicit and analyse pertinent business information from a wide range of sources
- Use proven diagnostic and analytical tools to organize, verify, validate and prioritise requirements
- Document and justify clear, concise and effective project requirements

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TRAINING METHODOLOGY

The training methodology is interactive with group exercises and is suitable for all employees involved in functions management. The pace and level of the training workshop is customized to the understanding of the delegates. On-going back-up and support is available after the training on request to the supplier, and the training course is also available for in-house presentation as well as for "Competency Transfer".

WHO SHOULD ATTEND?

The Business Analysis for Project Success training programme will benefit professionals who are involved in project initiation and would like to be able to effectively understand business requirements, define their projects and convince stakeholders to support them. The programme will equally appeal to decision makers and those who support them in the private, public and not-for-profit sectors.

COURSE OUTLINE

Day1

Introduction and Key Concepts

- Projects in the modern world
- Business Analysis as a key to project success. Lessons for an accidental profession
- Projects, programs, endeavours
- Project lifecycle

Strategic Thinking and Leadership in Business Analysis

- Business analysis and strategic thinking
- Understanding business context and direction
- Strategic analysis tools, formulation of objectives
- Managing project stakeholders, understanding perspectives

Project Initiation

- The key questions at project initiation
- Definition of project requirements

Day2

Collecting and Organizing Project Requirements

- Requirements elicitation and knowledge types
- Business needs analysis
- Elicitation techniques: sampling, interviewing, stakeholder consultations,

programmes, prototyping, scenarios, observation, data analysis

- Interview techniques
- Use of questionnaires and surveys

Advanced Elicitation Techniques

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- Managing divergent expectations
- Effective facilitation of stakeholder programmes; establishing effective group decision processes
- Facilitation tools and techniques that counter typical errors, biases and inefficiencies
- Techniques for building agreement
- Nominal group technique and affinity diagram
- Process analysis tools

Day3

Prioritising Requirements

- Requirements prioritisation techniques
- Managing stakeholder differences

Evaluating Options

- Formulating and considering alternative solutions
- Decision criteria and option analysis

Documenting Requirements

- Persona analysis
- Modelling
- Use case
- Verification and validation of requirements
- Creating project scope statement
- Defining project priorities
- Ensuring the requirements are actionable and practical, avoiding the traps
- Summary of business analysis tools
- Case study application

- Implementation planning, stakeholder alignment and change management considerations

Day4

Planning the Delivery of Project Requirements

- Project requirements and Work Breakdown Structure
- Requirements traceability
- Using the Critical Path Method to manage deadline requirements
- Managing budget and resource requirements
- Identifying and mitigating project risks

Achieving Project Success through Effective Control

- Fundamentals of effective project monitoring and control
- Refining project requirements and managing variations
- Managing project creeps

Day5

Benefit Realization

- Managing change
- Managing project completion
- End-of-project processes and lessons learned
- Benefit realization reviews

Advanced Topics in Business Analysis

COMPLETE & SEND BY FAX/E-MAIL TO ADDRESS GIVEN BELOW PLEASE USE BLOCK CAPITALS

REGISTRATION DETAILS

FAMILY NAME:

FIRST NAME:

POSITION:

COMPANY:

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MODE OF PAYMENT

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☐ PLEASE INVOICE ME

☐ PLEASE FIND ENCLOSED A CHEQUE PAYABLE TO AZTECH

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CONNECT WITH US:

Hotel Accommodation

Hotel Accommodation is not included in the Registration Fee. A reduced corporate rate and a limited number of rooms are available for attendees wishing to stay at the hotel venue. Please make your request for accommodtion at least one week prior to the commencement of the course.

Event Disclaimer

We reserve the right to cancel or postpone a course or related event, change venue, substitution of the Instructor and alter the course content at our sole discretion. If this occurs, our responsibility is limited to a refund of any registration fee(s) already paid.
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