

# INFOSOFT IT SOLUTIONS

Training | Projects | Placements

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## **Business Analysis**

### **Introduction to Business Analysis**

- Definition and Scope of Business Analysis
- Role and Responsibilities of a Business Analyst (BA)
- Importance of Business Analysis in Project Success
- BA Skills and Competencies

### **Business Analysis Planning and Monitoring**

- Defining BA Activities and Deliverables
- Stakeholder Identification and Analysis
- Planning BA Approach and Strategy
- Conducting Stakeholder Meetings and Workshops

### **Requirements Elicitation and Documentation**

- Techniques for Requirements Elicitation: Interviews, workshops, observation
- Documenting Requirements: Business requirements document (BRD), use cases, user stories
- Analyzing Requirements: Prioritization techniques, requirements traceability matrix

### **Requirements Analysis and Validation**

- Requirements Analysis Techniques: Data modeling, process modeling, prototyping

- Requirements Validation: Techniques for validating requirements with stakeholders
- Managing Requirements Changes: Change control process, impact analysis

## **Solution Assessment and Validation**

- Defining Solution Scope and Requirements
- Assessing Solution Feasibility: Cost-benefit analysis, risk analysis
- Validation Techniques: Testing, user acceptance testing (UAT), pilot testing

## **Business Process Modeling and Improvement**

- Business Process Modeling Notations: BPMN, UML diagrams
- Identifying Process Improvement Opportunities: Lean, Six Sigma
- Implementing Process Changes: Change management techniques

## **Data Analysis and Decision Making**

- Data Collection and Analysis Techniques: Surveys, data mining, root cause analysis
- Analytical Tools: Excel, SQL for data analysis
- Presenting Data Findings: Data visualization, dashboards

## **Business Analysis Tools and Techniques**

- Tools for Requirements Management: JIRA, Confluence, Trello
- Prototyping Tools: Axure, Balsamiq, Sketch
- Collaboration Tools: Microsoft Teams, Slack, Zoom

## **Agile Business Analysis**

- Agile Methodology Overview: Scrum, Kanban, XP
- Agile BA Role and Responsibilities: Product backlog grooming, sprint planning
- Techniques for Agile Requirements Elicitation and Prioritization

## **Business Analysis in IT Projects**

- IT Project Lifecycle: Requirements gathering, software development lifecycle (SDLC)
- IT Systems Analysis: Integration, data migration, system testing
- IT Project Documentation: Technical specifications, test plans

## **Business Analysis in Non-IT Projects**

- Non-IT Project Lifecycle: Construction, manufacturing, service delivery
- Business Process Reengineering (BPR): Process mapping, continuous improvement
- Change Management in Non-IT Projects: Stakeholder engagement, resistance management

## **Business Analysis Ethics and Professionalism**

- Ethical Considerations in Business Analysis
- Professionalism and Conduct: IIBA Code of Conduct
- Continuous Professional Development: Certification and career advancement

## **Case Studies and Practical Applications**

- Analyzing Real-world Business Problems
- Developing Business Analysis Artifacts
- Presenting Findings and Recommendations

## **Business Analysis Certification Preparation (if applicable)**

- Overview of Business Analysis Certifications: CBAP, CCBA, ECBA
- Certification Exam Tips and Resources
- Career Development in Business Analysis