

# Business Analysis: Boot Camp

CDT828

This course provides extensive training on requirements elicitation and analysis. Requirements Elicitation is the gathering of business and system requirements from stakeholders. Requirements Analysis is the formal analysis, documentation, and communication of the business and system requirements which were gathered during the Requirements Elicitation process. No amount of technical finesse can compensate for requirements which are not clear, correct, and complete. The International Institute of Business Analysis (IIBA) Business Analysis Body of Knowledge (BABOK) lists over forty techniques for requirements planning, elicitation, analysis, validation, and communication. Upon completion of this course the student will be able describe and use many of the techniques associated with requirements elicitation and analysis as described in the BABOK.

---

## Audience

- New business analysts
- Experienced business analysts needing formal training in business analysis
- Project managers needing a better understanding of the role of the business analyst

## Prerequisites

- None

## Course Length

- Five Days

## Learning Objectives

- To understand the objectives, inputs, techniques, and outputs associated with the requirements elicitation and analysis processes

## Teaching Methods

- Lecture
- Individual exercises
- Group exercises

---

## Course Outline

QJ9

*Note: Numbers in brackets, such as [3.1], refer to sections within version 2.0 of the BABOK.*

### Prepare for Elicitation [3.1]

- Purpose
- Inputs
- Focus on techniques
  - Observation [9.18]
  - Interviews [9.14]
  - Surveys/Questionnaires [9.31]
  - Brainstorming [9.3]
  - Focus Groups [9.11]
- Outputs

### Conduct Elicitation Activity [3.2]

- Purpose
- Inputs
- Focus on techniques
  - Document Analysis [9.9]
  - Data Dictionary and Glossary [9.5]
- Outputs

### Document Elicitation Results [3.3]

- Purpose
- Inputs
- Focus on techniques
  - Interface Analysis [9.13]
  - Prototyping [9.22]
- Outputs

### Confirm Elicitation Results [3.4]

- Purpose
- Inputs
- Focus on techniques
  - Problem Tracking [9.25]
- Outputs

### Manage Requirements Traceability [4.2]

- Purpose
- Inputs
- Focus on techniques
  - Coverage Matrix [4.2.5.1]
- Outputs

### Prioritize Requirements [6.1]

- Purpose
- Inputs
- Focus on techniques
  - Decision analysis [9.8]
  - Risk analysis [9.24]
  - MoSCoW analysis [6.1.5.2]
  - Timeboxing / Budgeting [6.1.5.3]
- Outputs

### Organize Requirements [6.2]

- Purpose
- Inputs
- Focus on techniques
  - Organization modeling [9.19]
  - Functional decomposition [9.12]
  - User stories [9.33]
  - Scope modeling [9.27]
  - Data flow diagrams [9.6]
  - Process modeling [9.21]
  - Data models [9.7]
- Outputs

### Specify Model and Requirements [6.3]

- Purpose
- Inputs

- Focus on techniques
  - Scenarios and Use Cases [9.26]
  - Sequence diagrams [9.28]
  - State diagrams [9.29]
- Outputs

### Define Assumptions and Constraints [6.4]

- Purpose
- Inputs
- Focus on techniques
  - Risk analysis [9.24]
  - Problem tracking [9.20]
- Outputs

### Verify Requirements [6.5]

- Purpose
- Inputs
- Focus on techniques
  - Checklists [6.5.5.2]
- Outputs

### Validate Requirements [6.6]

- Purpose
- Inputs
- Focus on techniques
  - Acceptance and evaluation criteria definition [9.1]
  - Metrics and key performance indicators [9.16]
- Outputs