

# Online Business Analysis Tools and Techniques

## Duration

4 sessions of 5 hours

## Intended for

- Those new to the business or systems analysis role
- Experienced analysts looking to formalise your training
- Non-information systems person working with systems analysts
- Project Managers looking to improve their analysis skills

## Prerequisites

It is strongly recommended that participants complete Business Analysis Fundamentals prior to this course as it links to the foundation skills taught in this program. To get the most out of this course you will need to have some understanding of basic business practice and the capabilities and limitations of computer systems.

Develop the essential tricks of the trade to become a valuable Business Analyst. In this highly interactive and practical program you'll gain crucial tools and techniques covering use cases, modelling, logic tools and more to improve your capabilities and build your confidence. You'll come away from this course with a toolkit of skills you can apply back in the workplace.

## Learning Outcomes

By the end of this course you will be able to:

- Produce a use case diagram and a detailed use case description
- Produce a process model of an end-to-end business process
- Produce an entity-relationship diagram and a data dictionary
- Build decision trees and decision tables to represent and clarify business rules
- Use critical appraisal techniques to refine and improve a system specification
- List the desirable contents of a business requirements specification

## Content

- Business Systems Analysis basics review
- Use cases
- Entity modelling
- Additional modelling tools
- Conditional logic tools
- Process modelling
- Critical appraisal and feedback

## Method Used

Lecturing is kept to the minimum necessary, most of the learning is achieved by applying the practices and techniques in group exercises and a case study.

## Certification:

IIBA accredited: This course is endorsed by the International Institute of Business Analysis (IIBA) and is aligned with the Business Analysis Body of Knowledge® (BABOK®). This course will contribute 15 professional development units (PDUs) towards the IIBA certification requirements for ECBA, CCBA, CBAP and CBATL. Please note the PDU requirements may vary between certifications, please check the IIBA website for full certification requirements. SoftEd's EEP number for this course is E48087-003.

Project Management Institute (PMI)® accredited course: This course is accredited with PMI® and will contribute 14 professional development units (PDUs) towards your chosen certification.

## Delivery:

Our LiveOnline delivery is over four days (each five hours in duration). The instructor is 100% live and interaction and learning objectives are the same as our in-person classes with the added benefit of being able to take this course from your home, your office or your home office. Since this class is delivered over half-days it allows for greater flexibility and leaves you with time each day for other work or activities.