# Practical Business Analysis (Standard) Training

Duration: **3 Day**

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## Overview

**60% of learners would recommend this course.**

- **Develop clear, robust requirements that support meaningful and well-defined business change.**
- **Designed for business analysts who want to move beyond theoretical knowledge and apply structured analysis techniques.**
- **Gain practical experience through a simulated project involving direct stakeholder interaction.**

The **Practical Business Analysis (Standard) Training** is designed to help organisations improve the effectiveness of their business analysis activities and enable business analysts to apply their knowledge and skills in realistic working situations.

Delivered by **Bilginç IT Academy**, the programme takes a practical approach to developing business analysis capabilities. Its content draws on **more than 20 years of experience supporting business analyst communities within leading organisations**, together with established best-practice techniques.

One of the main responsibilities of a **Business Analyst** is to produce **clear, accurate and robust requirements** that reflect genuine business needs. This course helps participants understand how to work within a business strategy, analyse business areas using proven methods and identify the changes required in **business processes and IT systems** to address internal and external challenges.

Participants develop the skills needed to investigate **business problems**, identify suitable improvement opportunities and recommend **creative, practical solutions**. They also explore how to work with senior business representatives and **IT stakeholders** to analyse business activities, create process models and document requirements.

The training combines **instructor-led learning, workshops and practical application**. Throughout the programme, participants work in teams on a **simulated business analysis project**, applying the techniques introduced during the classroom sessions.

As part of the project, learners interact with **project stakeholders** to identify, capture and negotiate requirements. They collaborate to investigate the business problems presented and produce the necessary **business analysis models, documents and other deliverables**.

At the end of the course, each team formally presents its recommendations to the **project sponsor**. This approach gives the learning a realistic context and helps participants understand how business analysis tools and techniques can be applied in professional environments.

**Note:** Where soft-skills modules are not included, project activities still involve stakeholder interaction, but the exercises do not specifically focus on developing interpersonal skills.

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## Prerequisites

**There are no formal prerequisites** for attending this course.

## What You Will Learn

By completing the **Practical Business Analysis (Standard) Training**, participants will develop practical skills for analysing business needs, engineering requirements and supporting business change initiatives.

By the end of the course, learners will be able to:

- Ensure that **business change initiatives are aligned with genuine business needs**.
- **Plan Business Analysis activities and stakeholder engagement** effectively.
- Apply a **structured and robust requirements engineering process**.
- **Investigate, model and analyse business processes**.
- **Write and communicate clear, consistent and robust requirements**.

The **Practical Business Analysis (Standard) Training** enables participants to move beyond theoretical understanding by applying **business analysis tools and techniques in a simulated project environment**, helping them develop a more structured approach to investigating business problems and supporting organisational change.

## Outline

### 1. The Scope for Business Change

This module introduces the purpose of**Business Analysis** and examines the **role and responsibilities of the Business Analyst**.

Participants explore why **strategic awareness** is essential when delivering business change. The module considers both **Agile and Waterfall environments**, highlighting how business analysts help ensure that change initiatives remain aligned with actual business needs.

- **The purpose and importance of Business Analysis**
- **The role and scope of the Business Analyst**

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- **Strategic awareness in business change**
- **Business Analysis in Agile and Waterfall environments**
- **Aligning business change with organisational needs**

### 2. Project Initiation

Successful business analysis begins with a clear understanding of the project and its stakeholders.

This module examines the importance of establishing **terms of reference**, identifying relevant **stakeholders** and planning the business analysis effort. It also considers how shortcuts during project initiation can contribute to unsuccessful outcomes.

- **Establishing project terms of reference**
- **Stakeholder identification**
- **Planning Business Analysis activities**
- **Understanding the risks of inadequate project initiation**

### 3. Requirements Engineering

This module explores the nature of **requirements** and explains the difference between simply capturing requirements and following a structured **requirements engineering process**.

Participants examine different **requirements sources and categories**, along with common challenges encountered during requirements engineering. The module introduces a systematic approach to producing **high-quality requirements** that can be effectively controlled and managed.

- **Understanding the nature of requirements**
- **Requirements capture versus requirements engineering**
- **Sources and categories of requirements**
- **Common requirements engineering challenges**
- **Establishing a robust requirements engineering process**

### 4. Business Process Modelling

Investigating and representing business processes is an essential part of many business analysis roles.

This module introduces a **business process modelling language** and provides a practical approach to developing process models at different levels of detail.

Participants also explore how to determine the **scope of process models** and assess the **value they provide** to business analysis activities.

- **Investigating business processes**

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- **Business process modelling language and notation**
- **Modelling processes at different levels**
- **Defining process scope**
- **Understanding the value of process models**

### 5. Process Improvement

This module focuses on identifying business process problems and developing opportunities for improvement.

Participants learn how to apply **problem analysis techniques** to existing processes and use **creative approaches** to develop suitable improvement recommendations.

- **Problem analysis in business processes**
- **Identifying process improvement opportunities**
- **Creative approaches to developing solutions**
- **Formulating process improvement recommendations**

### 6. The User Journey

This module introduces a structured approach to identifying and documenting **IT requirements**.

Participants learn how to express user needs through **User Stories** and **Use Cases**, while understanding the connections between **business process modelling**, **requirements definition** and **systems development**.

- **Capturing and documenting IT requirements**
- **User Stories**
- **Use Cases**
- **Connecting process models with requirements**
- **Integrating requirements definition with systems development**