

# RGF Group PowerBA Training Program – 8 days

**BA01** **2 days**

## Business Analysis Essentials

- What is Business Analysis?
- The role of the Analyst
- Defining business needs
- Four requirement types
- Defining features & scope
- The Business Process Def.
- Writing well-written reqts.

**Basic**

**BA26** **2 days**

## Requirements Elicitation

- Identifying, analyzing, and managing stakeholders
- Nine elicitation techniques
- Planning and conducting an effective reqts. interview
- Planning and conducting different types of facilitated sessions
- Capturing stakeholder needs using the right template

**Intermediate**

**BA28** **2 days**

## Requirements Analysis

- How do we analyze requirements?
- Use Case Analysis
- Scoping using the Use Case diagram
- Evaluating and prioritizing Use Cases
- Writing the main, alternative, and exception flows
- Advanced diagramming techniques
- Documenting the functional specification

**Advanced**

**BA29** **2 days**

## User Acceptance Testing for BAs

- Why is testing important?
- The “V” Model
- The role of the BA in UAT
- Writing an effective UAT test plan
- Developing test cases from use cases
- Identifying defects
- Writing a defect log
- Testing vendor-supplied applications

**Advanced**



# BA-BoK v3.0 Quick Reference – Knowledge Areas & Tasks

## Strategy Analysis

1. Analyze Current State
2. Define Future State
3. Assess Risks
4. Define Change Strategy

**Current – Future – Risk – Change (CFRC)**

## Requirements Elicitation & Collaboration

1. Prepare for Elicitation
2. Conduct Elicitation
3. Confirm Elicitation Results
4. Communicate BA Information
5. Manage Stakeholder Collaboration

**Prepare for the 4 C's (PCCCC)**

## Requirements Analysis and Design Definition

1. Specify & Model Requirements
2. Verify Requirements
3. Validate Requirements
4. Define Requirements Architecture
5. Define Design Options
6. Analyze Potential Value & Recommend Solution

**(MNVADS)**

## Business Analysis Planning & Monitoring

1. Plan BA Approach
2. Plan Stakeholder Engagement
3. Plan BA Governance
4. Plan BA Information Management
5. Identify BA Performance Improvements

**All Systems Get Improved by Planning (ASGIP)**

## Requirements Life Cycle Management

1. Trace Requirements
2. Maintain Requirements
3. Prioritize Requirements
4. Assess Requirements Changes
5. Approve Requirements

**Too Many Priorities Change Approvals (TMPCA)**

## Solution Evaluation

1. Measure Solution Performance
2. Analyze Performance Measures
3. Assess Solution Limitations
4. Assess Enterprise Limitations
5. Recommend Actions to Increase Solution Value

**(PMSEA)**

## Underlying Competencies

### Tools & Technologies

- Business Analysis Tools
- Office Productivity Tools
- Communication Tools

**COB**

### Analytical Thinking

- Creative Thinking
- Decision Making
- Learning
- Problem Solving
- Systems Thinking
- Conceptual Thinking
- Visual Thinking

### Behavioral Characteristics

- Adaptability
- Personal Accountability
- Organization & Time Mgmt.
- Ethics
- Trustworthiness

**A POET**

### Business Knowledge

- Business Acumen
- Industry Knowledge
- Organization Knowledge
- Solution Knowledge
- Methodology Knowledge

**BIOMS**

### Communication Skills

- Written Communication
- Non-Verbal Communication
- Listening
- Verbal Communication

**WNLV**

### Interaction Skills

- Facilitation
- Leadership
- Influencing
- Negotiation
- Teamwork

**FLINT**