RGF Webinars Series
WEB01-WEB19
2019

TABLE OF CONTENTS

BA-WEB01 - HOW BUSINESS ANALYSTS PROVIDE VALUE IN TODAY'S WORK ENVIRONMENT

Webinar ID: BA-WEB01

Webinar Overview:

Organizations need reliable and cost effective operations. Business Analysts can assist organizations to clearly illuminate how strategy, processes, business structure and staff can best be utilized to deliver reliable and cost effective operations. With this clarity business can enable new functions and services, with the right resources and technology, effectively and efficiently.

According to a study conducted by the Corporate Executive Board, Application Executive Council, "Improving business analyst proficiency can improve application performance by as much as 30%." According to the same study a Business Analyst who is proficient in understanding business process complexity, their economic and revenue drives, recognizing the implications of changes in business strategy and accurately measuring the contribution of projects to business value contribute to 'extremely high [application] proficiency."

Webinar Objectives:

In this webinar, we will introduce you to how Business Analysis can contribute to strategic, project and organizational success. We will cover the following topic areas:

- Growth in the interest in the Business Analyst
- The International Institute for Business Analysis (IIBA)
- The role of the business analyst and this role works with other roles during the project cycle

> **Included:**
> - Where to find more information about the Business Analyst role

> **Webinar Duration: 45 min**

Intended Audience: Executives, Project Managers, Business Analysts, Business and IT stakeholders working with analysts, Quality and process engineers, technicians, managers; supervisors, team leaders, and process operators; anyone who wants to improve their Business Analysis skills.

> **Webinar Outline:**
> **Section 1: Overview – The need for value in today's environment**
> - Focus on value to the organization and its stakeholders
> - From strategic goals to operations and back
>
> **Section 2: How Business Analysts Provide Value**
> - Assessing and validating solutions
> - Capturing and communicating clear requirements

BA-WEB02 - 10 components to designing an effective business model

Webinar ID: BA-WEB02

Webinar Overview:

Every organization, and every part of every organization, whether public or private, whether large or small, uses a business model. Having a proper understanding of your business model, what it provides, to whom and how, is critical to an organization being able to achieve its desired outcomes.

Webinar Objectives:

In this webinar, we will introduce you to how to build an effective business model that shall define how the organization delivers value to customers, and entices customers to pay for that value. We will cover the following topic areas:

- Understanding the organizations desired outcomes
- The service and product offerings to support those outcomes
- The infrastructure necessary to execute the business model
- The target audience for the products and service and how they are delivered
- The financial structure of the business model

Included:

- Where to find more information about the Business models

Webinar Duration: 45 min

Intended Audience: Executives, Project Managers, Business Analysts, Business and IT stakeholders working with analysts, Quality and process engineers, technicians, managers; supervisors, team leaders, and process operators; anyone who wants to improve their Business Analysis skills.

BA-WEB03 - The Essential Skills for the Successful Business Analyst

Webinar ID: BA-WEB03

Webinar Overview:
A key element of a Business Analyst's proficiency is being aware of the array of techniques, tools, and deliverables that are available and selecting the ones that are appropriate to a particular problem. The Business Analyst collaborates with business stakeholders throughout the organization to ensure high quality, on-time deliverables and seamless communication.

Webinar Objectives:
In this webinar, we will introduce you to the essential skills required for Business Analysts. We will cover the following topic areas:
- Analyze and understand the business problems
- Identify and document requirements
- Communicate effectively (written and spoken)
- Manage client relationships
- Model data and processes
- Facilitate and develop business strategy
- Understand and manage organizational change

   Included:
   - Where to find more information about the essential skills for the Business Analyst role

Webinar Duration: 45 min

Intended Audience: Executives, Project Managers, Business Analysts, Business and IT stakeholders working with analysts, Quality and process engineers, technicians, managers; supervisors, team leaders, and process operators; anyone who wants to improve their Business Analysis skills.

BAPM-WEB04 – How to Successfully Implement an Agile Project

Webinar ID: BA-WEB04

Webinar Overview:
Many of today's Project Management and Business Analyst Professionals are finding themselves leading, managing and analyzing on Agile development teams - only to find that many of the tools and techniques applied when using a traditional project management approach no longer work as effectively or at all. In order to do more than survive in this iterative development environment, today's Project Manager and Business Analyst must employ additional project management and business analysis tools and techniques to effectively lead their teams and deliver their projects.

The use of agile as an approach to managing projects has been increasing dramatically over the last several years. Gartner predicts that by the end of 2012, agile development methods will be used on 80% of all software development projects. PMI's research has shown that the use of agile has tripled from December 2008 to March 2012. Therefore, PMI has developed a new certificate called the Agile Certified Practitioner (ACP). The PMI-ACP is positioned to recognize and validate knowledge of this important approach.

This webinar will introduce to you how your projects can easily and successfully make the transition to an effective Agile environment. Agile Scrum is an incremental, iterative framework for project management and software development - where requirements and solutions evolve through collaboration between self-organizing cross-functional teams.

Webinar Objectives:
In this webinar, we will introduce you to the essential skills required for Project Managers and Business Analysts to successfully manage Agile Projects.

Webinar Objectives:
In this webinar, we will introduce you to what is Agile and why adopt Agile
We will cover the following topic areas:
- Why Agile?
- What is Agile Scrum?
- Why adopt Agile?
- The benefits and top reasons to adopt Agile
- The greatest concern about adopting Agile
- How to Initiate an Agile Project
- How to integrate Agile into current methodologies
- Common obstacles to overcome
- About Agility
- Roles and Responsibilities
  Webinar Duration: 45 min

Intended Audience: Executives, Project Managers, Business Analysts, Business and IT stakeholders working with analysts, Quality and process engineers, technicians, managers; supervisors, team leaders, and process operators; anyone who wants to improve their Project Management and Business Analysis skills.

BAPM-WEB05 – Managing a Project with Your Team

Webinar ID: BAPM-WEB05

Webinar Overview:
Anyone who has managed a complex project knows that the Lone Ranger is a myth. Nothing gets done in modern organizations by the force of one person. Instead, projects in today's rapidly evolving organizations require the engagement of a broad set of stakeholders and a capable project team. In those fast-paced organizational environments, no challenges are greater than motivating a team of people who are probably already overwhelmed with responsibilities and stressors and managing the heightened levels of conflict that are natural in tough, highly visible projects. In this webinar, participants will be provided a model for explaining how the current world of work is shifting and models for managing team conflict and dealing with the emotions of project team members and stakeholders.

Webinar Objectives:
In this webinar, we will introduce you to the essential communication skills required for Project Managers and Business Analysts. We will cover the following topic areas:

- Describe methods for managing project conflict
- Describe the elements of the *PMBOK*® *Guide, Fifth Edition*, related to communications
- Describe the challenges of team development
- Identify the characteristics of high-performing project teams

Webinar Duration: 45 min

Intended Audience: Executives, Project Managers, Business Analysts, Business and IT stakeholders working with analysts, Quality and process engineers, technicians, managers; supervisors, team leaders, and process operators; anyone who wants to improve their project communications and negotiation skills.

PM-WEB06 – Dealing With Projects Before They Become Issues

Webinar ID: PM-WEB06

Webinar Overview:
Project Managers realize that they must manage risks and issues in a timely and effective manner. However, many project teams do not practice effective and continuous risk management throughout the project life cycle, preferring to wait until the risk becomes realized, and becomes an issue, before taking any action. This presentation will discuss the differences between Project Risk Management and Issues Management and review some tools and best practices that make both jobs more effective. It will also cover some techniques and recommendations for applying these tools.

Webinar Objectives:
In this webinar the presentation is to show the difference between risks and issues
We will cover the following topic areas:
- How to best develop the effective mindset and attitude to deal with them
- Learn risk management best practices, as well as risk management tools and techniques
- Learn issue management best practices, and some effective tools for identifying, assessing and controlling issues on a project.

Webinar Duration: 45 min

Intended Audience:
This webinar is intended for both project team members and project managers wishing to gain a fluent working knowledge of commonly accepted best practices for planning and mitigation of project risks. The webinar will help team members and managers looking to improve their understanding of how risks impact project success.

BA-WEB07 – Managing the Expectations of Stakeholders

Webinar ID: BA-WEB07

Webinar Overview:

The biggest challenges in project work today involve people. Everyone has their own opinion, view and agenda about the goals that are related to be the outcome of their organization's investment of time and money. At first glance, this human factor may appear to be a wild card and uncontrollable. Actually, there is a way to significantly reduce the affects of these wild cards (those stakeholders). It is with an approach that is just different than the work of the project.

Learn what this approach is, and how to use it to achieve success in all project work – regardless of what role you have.

Learn the top ten methods to understand those stakeholders, and how to use that information to manage their expectations.

Webinar Objectives:

In this webinar, we will introduce you to how understanding your stakeholders and their expectation can contribute to project and organizational success. We will cover the following topic areas:

- The importance of the stakeholders' role in achieving project success
- Who are all the stakeholders in project work
- How understanding them as individuals is the key – it just takes some time
- The top ten ways to understand them
- Learning their expectations - the easy part
- Managing those expectations – easier said than done
- How much time is required to implement these tasks into the plan to achieve success

Included:

- Where to find more information about Stakeholder Expectation Management

Webinar Duration: 45 min

Intended Audience: Executives, Project Managers, Business Analysts, Quality and process engineers, technicians, managers; supervisors, team leaders, and process operators; virtually anyone who wants to increase their success rate in their work.

BAPM- WEB08
TOOLS FOR CONDUCTING EFFECTIVE MEETINGS

Stop Wasting My Time: Tools for Conducting Effective Meetings

Description

It's estimated more than 25 million meetings are held every day in the United States, but very few meetings actually produce the effective results attendees had hoped for. "Effective meetings" training usually offers insight into general meeting management; attendees of this webinar will identify specific actions to take and tools to use to help meetings stay within assigned schedules, produce tangible outcomes…and avoid scheduling too many meetings in the first place.

Objectives

At the end of this webinar, students will be able to:

- Identify characteristics associated with well-run and productive meetings.
- Know process steps for planning, conducting, and concluding meetings consistently.
- Define and give examples of appropriate "ground rules" for meetings management.
- Describe meeting roles and the benefits of assigning roles.
- Summarize action items and process steps with a "Good Meetings Checklist."

Topics

- Introduction
- "Good" Meetings Management
- A Structured Meetings Process: Before, During and After
- Meeting Participation and Setting Ground Rules
- Meeting Roles: Chair, Minutes Taker, Timekeeper, Scribe
- Summarizing the Tools: the "Good Meetings" Checklist

Intended Audience

This webinar is appropriate for employees at all levels within an organization, whether they are responsible for scheduling and leading format meetings or not. While not required, groups of employees who frequently work together may find it helpful to attend the webinar together.

Prerequisites

None

Webinar Duration

45 minutes

PBA-WEB15 - Preparing for the PMI Professional in Business Analysis (PMI-PBA)® Exam

Webinar ID: BA-WEB15
Webinar Duration: 1 hour

Looking for a way to differentiate your resume from your counterparts? Obtaining a PMI-PBA® credential from a leading organization like PMI may be the answer you are looking for.

Webinar Overview:

The business analyst role continues to be recognized as one of the most critical positions on programs and projects. In 2014, PMI research discovered that 47% of unsuccessful projects failed to meet objectives as a result of poor requirements management and that only 1 in 5 organizations reported high maturity in requirements management practices [1].

The need to address these failures in poorly performing programs and projects is driving the demand for highly skilled business analysts across industries. The Bureau of Labor Statistics estimates that the business analysis profession will experience a 19% faster than average increase in growth or the addition of 133,000 new jobs between the years 2012 – 2022.

With the demand for qualified practitioners so high, organizations need assistance in filling these critical roles. Obtaining a PMI-PBA® certification will identify those experienced business analysts in the profession who can help organizations address these requirements related challenges.

Come join us for this 1 hour webinar to learn about the newest PMI certification, the PMI Professional in Business Analysis™ or PMI-PBA certification.

Webinar Objectives:

In this webinar, we will:

- Provide an understanding of why PMI has chosen to offer this newest certification
- Discuss the PMI-PBA® exam, what it is and how to qualify to take the exam
- Discuss a new prep course available to help prepare you for the exam

Intended Audience: Business analysts, project managers, anyone who works with or employs business analysts, anyone interested in learning about the newest PMI certification, anyone working for an organization that is interested in obtaining certification for their business analysts

Webinar Outline:
Section 1: Why PMI and Business Analysis?
- The link between project success and requirements
- The shared goals of the PM and BA

Section 2: PMIs Products/Services in Business Analysis
- The progression of *A Guide to the Project Management Body of Knowledge* (*PMBOK*® *Guide*) and requirements management
- The release of PMI's first standard in business analysis
- PMI's web products and research

Section 3: The PMI-PBA® exam
- What is the PMI-PBA?
- Who is this certification for?
- The exam blueprint
- Certification fees

Section 4: Exam Eligibility
- Educational requirements
- Business analysis and general project experience
- Comparing PMI's eligibility requirements against IIBA's

Section 5: Preparing for the exam
- How to get started
- The application process
- How to study
- Reference materials

Section 6: PMI-PBA Prep Course
- Target audience for the course
- A high level review of the knowledge domains

[1] PMI's Pulse of the Profession® In-Depth Report *Requirements Management a Core Competency for Program and Project Success* August 2014
[2] http://www.bls.gov/ooh/business-and-financial/management-analysts.htm

BA-WEB19-User Acceptance Testing (UAT) for Business Analysts (BAs)

Webinar ID: BA-WEB19

Webinar Overview:

All too often software products delivered to the business do not meet their expectations, especially with regard to their quality. An effective User Acceptance Testing (UAT) process addresses this issue by confirming the functionality and performance of these products prior to its release to the end users.

Webinar Objectives:

This webinar looks at the business issues which drive the need for UAT and describes the components of such a process. It is designed to help the Business Analyst (BA) to develop an understanding of their role, the process, and the deliverables associated with UAT. In this webinar we will cover the following three topics:

1. Describe the benefits of an effective UAT
2. Describe the role, activities, and deliverables of the BA during UAT
3. How to transform a Use Case into a UAT test documents

Webinar Duration: 45 minutes (plus 15 minutes for questions and answers)

Intended Audience:

This course is designed for the Business Analyst who is/will be involved with User Acceptance Testing on technology projects.