BUSINESS ANALYSIS MASTERCLASS

**Business Analysis Core Concepts and Planning**

* Introduction to IT
* SDLC – Waterfall and Agile
* What is Business Analysis?
* Role of a BA
* Career prospects of BA
* Understand Business Need
* How to identify customer stakeholders and their level of authority?
* How to create user personas?
* How to analyse business documents?
* What questions should a BA ask during need analysis?
* How to design a Solution
* Introduction to SCRUM
* SCRUM Meetings – Sprint planning, Backlog Refinement, Sprint Review, Retro
* What are the planning activities included in Sprint 0?

**Requirement Gathering (Elicitation & Collaboration)**

* + How to convert business needs into requirements?
  + Difference between business needs vs wants
  + How to do prepare yourself before a client meeting?
  + What questions should be asked by BA during requirement gathering? (role play)
  + 10 different types of requirement gathering techniques
  + How will you facilitate the requirement meeting
  + Challenges faced during requirement gathering with customer
  + Challenges faced with development team and test
  + Confirm and Validate all information collected during requirement gathering
  + How to write clear and concise requirements?
  + Creation of functional requirement document (FRD) – **Project**
  + SCRUM- How to write EPICS and user stories? - **Project**
  + How to write a perfect acceptance criteria?
  + Backlog Refinement and Sprint Planning in details
  + **Tool – JIRA**

**Requirement Analysis and Design Definition & Requirement Life cycle management**

* + How to analyze requirements correctly?
  + Why does analysis fail?
  + 15 odd analysis techniques
  + UML Modelling techniques – Process Map, Flow diagrams, Activity diagrams, Use case diagrams, prototypes
  + **Tool – Visual Paradigm, Trello**
  + How to prioritise requirements?
  + Techniques for prioritisation
  + How to handle change requests in waterfall and Agile?
  + Process for change control
  + When do scope creep happen?
  + Challenges faced with customer during changes
  + What should a BA do during production issues?
  + How to handle escalation calls?
  + Sprint Retrospective
  + Daily Stand UP meetings

**Strategy Analysis**

* How to conduct GAP Analysis?
* As-is and To be Mapping
* Process Flow diagrams
* How to create change strategy?
* How to evaluate a solution and measure its performance
* Advanced Business Analysis Techniques
* Balanced Score card
* Business Capability Analysis
* Business Model Canvas
* Decision Trees

**BA Perspectives**

Business Process Management

Business Intelligence

Business Architecture

**BA Skills and Competencies**

Business Knowledge

Analytical Thinking and Problem Solving

Behavioural Skills

BA Tools and Techniques

**Career Mentoring**

* + Type of BA jobs in market
  + How to search effectively?
  + How to restructure your resume to showcase your current experience?
  + Internship vs Full time
  + Plan your job search
  + How are candidates shortlisted?
  + Frequently asked questions in interviews
  + Mock Interviews
  + Your first day as a BA
  + Identify the career map in your organisation
  + How to plan your career growth – Your career plan
  + How to have effective appraisal discussions with your manager?
  + How to identify skill gaps vs road blocks hampering your growth?