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?