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Business Analysis (BA) Training

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Business Analysis (BA) Training

Overview

- Introduction to Business Analysis concepts, methodologies, and best practices
 - Understanding the role of the Business Analyst in organizational projects and initiatives
 - Learning how to identify business needs and translate them into business and technical requirements
 - Understanding business processes, stakeholder management, and solution evaluation techniques
 - Developing practical skills in requirements gathering, analysis, documentation, and communication
 - Introduction to process modeling, business improvement, and project support activities
 - Understanding Agile, Waterfall, and hybrid approaches in Business Analysis
 - Building foundational skills for business transformation and organizational improvement initiatives
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Training Objectives

By the end of this training, participants will be able to:

- Understand the role and responsibilities of a Business Analyst
- Identify business needs, problems, and opportunities
- Gather, analyze, and document business requirements effectively
- Understand stakeholder analysis and communication techniques
- Apply business process analysis and process improvement methods
- Create business requirements documents and functional specifications
- Understand solution assessment and validation concepts
- Support project teams using Business Analysis best practices

- Understand Agile and traditional Business Analysis approaches
 - Improve communication, problem-solving, and analytical thinking skills
 - Facilitate workshops, meetings, and requirement sessions
 - Contribute to organizational process optimization and business transformation initiatives
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Training Outline

Module 1: Introduction to Business Analysis

- What is Business Analysis?
 - Role of the Business Analyst
 - Business Analysis lifecycle
 - Key responsibilities and competencies
 - Business Analyst vs Project Manager
 - Business Analysis standards and frameworks
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Module 2: Business Analysis Fundamentals

- Understanding business needs
 - Identifying problems and opportunities
 - Business goals and objectives
 - Organizational structure and processes
 - Strategic analysis concepts
 - Introduction to business transformation
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Module 3: Stakeholder Management

- Identifying stakeholders
 - Stakeholder analysis techniques
 - Stakeholder communication planning
 - Managing stakeholder expectations
 - Facilitation and collaboration techniques
 - Conflict resolution and negotiation skills
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Module 4: Requirements Engineering

- Types of requirements
 - Business requirements
 - Functional requirements
 - Non-functional requirements
 - Requirements gathering techniques
 - Interviews and workshops
 - Observation and document analysis
 - Surveys and questionnaires
 - User stories and use cases
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Module 5: Requirements Analysis and Documentation

- Requirements analysis techniques
- Prioritization methods
- Requirement modeling
- Process flows and diagrams
- Business Requirements Document (BRD)

- Functional Requirements Specification (FRS)
 - Acceptance criteria development
 - Traceability management
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Module 6: Business Process Analysis

- Business process mapping
 - Process modeling techniques
 - Workflow analysis
 - Gap analysis
 - Root cause analysis
 - Process improvement concepts
 - Lean and continuous improvement basics
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Module 7: Solution Evaluation and Validation

- Solution assessment techniques
 - Feasibility analysis
 - Risk and impact assessment
 - Validation and verification concepts
 - User acceptance testing (UAT)
 - Performance measurement
 - Benefits realization
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Module 8: Agile Business Analysis

- Agile fundamentals for Business Analysts
- Agile vs traditional approaches
- Scrum and Kanban overview

- User stories and backlog management
 - Agile collaboration techniques
 - Agile requirements management
 - Iterative delivery concepts
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Module 9: Communication and Presentation Skills

- Effective communication techniques
 - Business writing skills
 - Presentation and reporting
 - Meeting facilitation
 - Documentation standards
 - Visual modeling and reporting tools
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Module 10: Tools and Techniques for Business Analysts

- Business Analysis tools overview
 - Process modeling tools
 - Requirements management tools
 - Collaboration and reporting platforms
 - Data analysis basics
 - Documentation templates and best practices
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Module 11: Practical Business Analysis Scenarios

- Requirements gathering workshops
- Stakeholder analysis exercises
- Process mapping case studies

- Agile Business Analysis scenarios
 - Business problem-solving exercises
 - Real-world Business Analysis examples
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Module 12: Business Analysis Best Practices and Career Development

- Business Analysis best practices
- Common Business Analysis challenges
- Professional ethics and standards
- Career paths in Business Analysis
- Business Analysis certifications overview
- Continuous learning and development recommendations