



BCS Business Analysis Foundation Certificate

Duration: 3 days, classroom based

Location: Singapore CBD | Exam: 1 hour

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Course Overview

BCS Business Analysis Foundation Certificate provides delegates with an overview of the role and responsibilities of the Business Analyst. The Business Analyst acts as the link between business needs, project stakeholders and IT on change projects. The course introduces delegates to the contribution a business analyst makes as well as the tools and techniques they have at their disposal to assist them in their role. The BCS Business Analysis Foundation Level course is administered by BCS accredited professional trainers who have significant experience of practical business analysis projects. Delegates are supplied with course notes.

This syllabus has an accompanying examination. A candidate must achieve a passing score in this exam to gain the BCS Certificate in Business Analysis Foundation. This qualification also which forms part of the requirement to progress to the BCS Diploma Level.

The course has been extensively revamped to cover the latest **BCS Business Analysis syllabus** which reflects recent developments in the business analysis field. It is administered by professional trainers with significant experience of real world requirements gathering and business analysis projects.

Who should attend?

The certificate is relevant to anyone requiring a professional understanding of Business Analysis competencies, particularly managing the Requirements process. Typical delegates include business analysts, business managers, management consultants, system developers and project managers.

Exam

1 Hour exam | Multiple Choice Questions

Prerequisites

There are no prerequisites to take this course.

Course Objectives

On completion of BCS Business Analysis Foundation course, delegates will be able to:

- Know and demonstrate the key skills and competencies required of the business analyst
- Understand the business analysis process model approach and how to apply it to change initiatives
- How to identify and document business issues and needs
- Consider the perspectives of stakeholders who will be affected or are interested in the change project and document their views
- Overview of techniques to model business systems
- Prepare to take the accompanying exam

Certifications

This **Business Analysis Foundation course** prepares participants for the one-hour, open book, examination leading to the **Certificate in Business Analysis Foundation awarded by BCS, The Chartered Institute for IT.**

Recommended Follow-on Courses

Related BCS Business Analyst courses:

- BCS Business Analysis Practice
- BCS Modelling Business Processes
- BCS Requirements Engineering

Course Outline

This three day course follows the BCS Certificate in Business Analysis Foundation syllabus and covers the following

1. Introduction to Business Analysis

- The origins of business analysis
- The scope of business analysis work
- The role and responsibilities of a business analyst

2. The Competencies of a Business Analyst

- Behavioural skills and personal qualities
- Business knowledge & Techniques
- Developing competencies

3. Strategy Analysis

- The context for strategy
- The definition of strategy
- Strategy development
- External environment analysis
- Internal Environment analysis
- SWOT analysis

4. The Business Analysis Process Model

- An approach to problem-solving
- The BA process model
- Investigating the situation
- Considering the perspective
- Analysing the needs
- Evaluating the options
- Defining the requirements

5. Investigation Techniques

- Interviews, Workshops & Observation
- Scenarios
- Prototyping
- Quantitative approaches

6. Stakeholder Analysis and Management

- Stakeholder categories and identification
- Analysing stakeholders
- Stakeholder management strategies

7. Modelling the Business System

- Soft systems methodology
- Business activity models
- Business events and business rules
- Critical success factors and key performance indicators
- Validating a business activity model
- Use of business activity model in gap analysis

8. Business Process Modelling

- Defining of business process modelling
- The importance of business process modelling
- The business process modelling technique
- Improving business processes
- Planning the business process improvement initiative

9. Requirements Engineering

- Problems with requirements
- The place of requirements engineering in development lifecycles
- A process for requirements engineering
- Actors in requirements engineering
- Requirements elicitation
- Requirements analysis
- Documenting the requirements
- Validating requirements
- Managing changes to requirements

10. Modelling the IT System

- Modelling system functions
- Modelling system data

11. Managing the Information Resource

- Managing data resources
- Support for the systems development lifecycle
- Valuing and classifying data
- Support for business activities
- Data administration & modelling
- Technology for capturing and storing data
- Security, governance and related issues

12. Making a Business and Financial Case

- The business case in the project lifecycle
- Identifying options
- Assessing project feasibility
- Structure of a business case
- Investment appraisal
- Presentation of a business case

13. Managing Business Change

- Introducing a new system
- Emotions and the change process
- The need for change management
- The change process

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