

40 Hours Business Analysis Training Syllabus

- **Introductions of class**
 - Name
 - Background
 - Work Experience
 - Education
 - Why do you want to be a business analyst?

- **Overview of Business Analysis**
 - What do you know about business analysis?
 - Who can be business analysts?
 - Roles & Responsibilities of a Business Analyst
 - Why you should be a business analyst?
 - Software Hall of shame
 - Prospects for a business analyst
 - What can be achieved?
 - Limitations of a business analyst
 - Constant Learning
 - Review the topics that will be covered

- **Overview of a company/corporate**
 - What is a company
 - Different departments
 - Different roles / job types in these depts.
 - Tasks of these depts.
 - IT Dept & its relation with other depts.
 - Positioning of BA

- **Overview of a project**
 - History & Definition of Project
 - Types of Projects
 - Dependencies of projects on other projects

- **Basic Project management principles review**
 - Roles & responsibilities of PM
 - Triple Constraint
 - PMP Certification

- **What is Business Analysis**
 - Define Business & Analysis
 - Role of a BA
 - Tasks BA may also do
 - Tasks BA may not do

- **General Phases of IT Project**
 - Requirements
 - Design
 - Development
 - Testing

- **Types of Requirements**
 - High Level Requirements
 - Low Level Requirements
 - Functional Requirements
 - Non-Functional Requirements / Supplementary Requirements
 - GUI Requirements
 - Data Requirements

- **Assignment/Case Study Selection**
 - Students will choose from various available case studies

- **SDLC Methodologies**
 - Waterfall Methodology
 - Spiral Methodology
 - Agile Methodology
 - Extreme Programming
 - SCRUM
 - RUP

- **Documentation**
 - BRD, FSD, FRD, SRS, Use Cases, Vision, BSAR, Process Flows, TRD, TSR, & Impact Assessment

- **Tools**
 - Rational RequisitePro
 - MS-Visio

- **Unified Modeling Language**
 - Structure Diagrams
 - Class, Component, Composite Structure, Deployment, Object & Package Diagrams
 - Behavior Diagrams
 - Activity, State Machine, & Use Case Diagrams
 - Interaction Diagrams
 - Communication, Interaction Overview, Sequence, & Timing Diagram

- **Facilitative Leadership**
 - Meeting Facilitation
 - JAD, RAD, Review Meetings
 - Communication
 - Other skills
 - Preparing Status Reports & Meeting Minutes
 - Making a conference call, Using Outlook, Net Meeting

- **BA related concepts**
 - Requirements Traceability Matrix
 - Change Request Management
 - Configuration Management

- Gap Analysis
- Process Re-engineering / Process Re-modeling
- Cost benefit analysis
- Version Controlling

- **Nice to know concepts**

- Statement of Work
- Request for Proposal
- Service Level Agreement
- Client Server Architecture
- Service Oriented Architecture
- Cloud Computing
- ISO / SEI-CMM Standards
- SOX Compliance
- Governance Risk Management and Compliance (GRC)

- **Testing**

- Unit Testing
- Integration Testing
- System Testing
- Acceptance Testing
- Non-Functional Software Testing
- Black box testing
- White box testing
- Grey box testing

- **Domain Information**

- Finance
- Healthcare
 - Medicare Parts A, B, C & D
- Pharmaceutical
- Telecom
- Billing Systems