Foundations of Business Analysis

Category: Project Management & Business Skills | **Vendor:** Various

Duration: 32.00 hours (4 days) **26.0 CPD Hours** **Rating:** ⭐ 4.6 (5,878 reviews)

Course Information

Delivery Format: Instructor Led - Online

Course Overview

This course is aligned to the IIBA BABOK Version 3 and covers the IIBA knowledge areas on the Entry Certificate in Business Analysis (ECBA) exam. This Foundations of Business Analysis course is a practioner based, skills training course for a beginner to intermediate audience, not an exam preparation course. The course provides students a clear understanding and total immersion into all of the facets of the business analyst role, including a thorough walkthrough of the various domain/knowledge areas that comprise the business analysis profession. Students are provided an opportunity to try their hand at several business analysis techniques for eliciting, analyzing, and modeling requirements. The business analysis work performed in strategy analysis and solution evaluation, which is most often the least familiar to business analysts, is thoroughly presented and explored. Students completing this course will be well equipped with new skills and knowledge that can be immediately applied on current and future projects.

About This Course

This course is aligned to the IIBA BABOK Version 3 and covers the IIBA knowledge areas on the Entry Certificate in Business Analysis (ECBA) exam. This Foundations of Business Analysis course is a practioner based, skills training course for a beginner to intermediate audience, not an exam preparation course. The course provides students a clear understanding and total immersion into all of the facets of the business analyst role, including a thorough walkthrough of the various domain/knowledge areas that comprise the business analysis profession. Students are provided an opportunity to try their hand at several business analysis techniques for eliciting, analyzing, and modeling requirements. The business analysis work performed in strategy analysis and solution evaluation, which is most often the least familiar to business analysts, is thoroughly presented and explored. Students completing this course will be well equipped with new skills and knowledge that can be immediately applied on current and future projects.

Who Should Attend

Full Student Guide and supplement student workbook of templates and exercises

Learning Outcomes

Upon successful completion of this course, participants will be able to:

This course intends to provide beginner and intermediate students a total immersion into the business analyst role by exposing attendees to the various aspects of the business analysis profession and numerous techniques to allow them to improve elicitation, analysis, and documentation of requirements. This course is compliant with IIBA’s Business Analysis Body of Knowledge (BABOK® Guide) version 3 and is aligned with and upholds the practices as discussed in PMI’s Business Analysis for Practitioners: A Practice Guide.

Detailed Course Outline

1 - Introduction to Business Analysis

- What is Business Analysis?
- Benefiting from business analysis
- Business analysis and project success
- Challenges of business analysis
- Discussions:
- Who performs business analysis functions in your organization?
- Exploring solutions options
- Your biggest challenges on past projects

2 - A Closer Look at the Business Analyst Role

- Definition of business analyst
- Responsibilities of a business analyst
- The BA/PM roles
- IIBA/PMI and the goals of a professional association
- Purpose for having a BA standard
- IIBA’s BABOK® Guide and PMI’s Practice Guide in Business Analysis
- Business analysis core concepts
- Business analysis perspectives
- IIBA and PMI certifications for business analysts
- Workshop: Introduction to Case Study

3 - Strategy Analysis and Change

- Define Strategy Analysis
- When to perform Strategy Analysis
- Business models
- Defining the business need
- Root cause analysis
- 5 Whys
- Fishbone diagram
- Defining business requirements
- Discussions:
- Who is involved in strategy analysis in your organization?
- Workshops:
- Create a Business Model
- Define the Business Need
- Create a Fishbone Diagram
- Write Business Requirements

4 - Defining a Change Strategy

- Define change strategy
- Gap analysis
- Determining solution options
- Enterprise readiness
- Cultural fit
- Operational and functional analysis
- Impact analysis
- Transitioning to the future state

5 - Stakeholder Analysis

- What is a stakeholder?
- The importance of stakeholder analysis
- Stakeholder identification
- Stakeholder types
- Tips/techniques for identifying analyzing stakeholders
- Keeping track of stakeholders
- Workshop: Identify Stakeholders

6 - Understanding & Defining Solution Scope

- Defining solution scope
- Techniques to use
- Project scope versus product scope
- Finding solution boundaries
- What is a feature?
- Identifying key features
- Discussion: Identifying Solution Scope
- Workshops:
- Draw a Context Diagram
- Defining Scope with Features

7 - Understanding Requirements

- What is a requirement (IEEE and IIBA definitions)
- Project roles involved in requirements activities
- Requirements types
- Assumptions and constraints
- Business rules
- Decision tables and inference rules
- Requirements vs. business rules
- Requirements vs. specifications
- Discussions:
- Requirements
- Business rules
- Workshops:
- Define a Business Rule
- Write Requirements

8 - Business Process Modeling

- Why do we model processes?
- What is Business Process Management?
- Using a modeling notation
- “As Is” vs. “To Be” modeling
- Why use BPMN?
- Basic BPM notation
- Developing a business process model
- Using a facilitated session
- Business Process Modeling – A case study
- Developing a Business Process Model
- Workshop: Create a Business Process Model

9 - Preparing for Requirements Elicitation

- Types of elicitation techniques
- Interviewing – what and why?
- Preparing for an effective interview
- Selecting the right interviewees
- Types of questions to ask
- Sequencing of questions
- Discussion: Elicitation Techniques You Have Used
- Workshop: Planning for an Interview

10 - Elicitation using Interviews and Workshops

- Conduct the Interview
- Establishing rapport with stakeholders
- Active listening and listening styles
- Workshops and getting the right people
- The role of the facilitator
- The brainstorming technique
- Decision rules and reaching consensus
- Avoiding Groupthink
- Encouraging participation
- Managing meetings and conflict
- Workshop: Conduct an Interview

11 - Confirming Elicitation Results

- Defining requirements analysis
- Prioritizing requirements (MoSCoW, Timeboxing, Voting, etc.)
- Documenting requirements
- Other uses for specifications and models
- Unified Modeling Language (UML®)
- Explaining user stories
- The traceability matrix
- Communicating requirements
- Workshop:
- Analyzing Requirements
- Identifying User Stories
- Tracing Requirements
- Obtaining Approval

12 - Analyzing Requirements with Use Cases

- What is an actor?
- Types of actors
- Defining actors
- Locating use cases
- Use case diagrams
- Use case tips
- Defining and identifying scenarios
- Parts of a use case
- Defining primary, secondary actors and pre and post conditions
- Best practices for writing use cases
- Template: Use Case Specification
- Workshop:
- Drawing a Use Case Diagram
- Write the Main Success Scenario
- Documenting Requirements
- Scenarios and flows
- Alternate and exception flows
- Alternate scenario post conditions
- Guidelines for Alternate flows
- Examples of alternate and exception flows
- Workshop: Writing Alternate and Exception Flows

13 - Documenting Requirements

- How requirements relate to use cases
- Writing Non-Functional requirements
- User Interface Requirements
- Reporting requirements
- Data requirements
- Data accessibility requirements
- Business requirements document (BRD)
- BRD vs the Functional Requirements
- Verifying Requirements
- Quality attributes
- Purpose of the requirements package
- BA Deliverables across knowledge areas/domains
- Planning BA deliverables
- Workshops:
- Develop a User Interface
- Verifying Requirements

14 - Managing and Communicating Business Analysis Information

- Business analysis communication
- The business analyst’s role in communication
- Forms of communication
- 7Cs of communication
- Symptoms of information overload
- Information mapping
- Presentation and common elements
- Requirements walkthroughs
- Conflict and issue management
- Conflict resolution techniques

15 - Evaluating the Solution

- Understanding solution evaluation
- Verification vs. validation
- Timing of solution evaluation
- Planning solution evaluation
- Performing solution evaluation
- Using existing metrics
- Evaluating long term performance
- Qualitative vs. Quantitative measures
- Tools and techniques used in solution evaluation
- Comparing expected vs. actuals
- When variances occur
- Proposing recommendations to address variances
- Communicating evaluation results

16 - Additional Resources

- Helpful links for obtaining additional business analysis information

Frequently Asked Questions

Q: What delivery options are available for Foundations of Business Analysis?

We offer multiple delivery formats:

- Live Instructor-Led Classroom Online (Virtual/Live Online)
- Traditional Instructor-Led Classroom Training (ILT)
- On-site delivery at your offices anywhere in United Kingdom
- Private dedicated courses customized for your team

Q: How many CPD hours does this course provide?

The 4-day Foundations of Business Analysis course provides up to 26.0 CPD hours of structured learning. CPD certificates can be provided upon request.

Q: What is the duration of the Foundations of Business Analysis training?

The training takes place over 4 day(s), with each day lasting approximately 32.00 hours including breaks for lunch and refreshments.

Q: Do you provide corporate training for Foundations of Business Analysis?

Yes, we provide corporate training, dedicated training, and closed classes for Foundations of Business Analysis. Training can take place anywhere in United Kingdom including London, Manchester, Birmingham, Edinburgh, or live online allowing teams from across United Kingdom or internationally to attend.

Q: Why choose Nexus Human for Foundations of Business Analysis?

Nexus Human is recognized as one of the leading training providers. Our trainers have won multiple awards including:

- Small Firms Best Trainer Award
- National Training Partner of the Year (Ireland) - Multiple Years
- Global Top 30 Instructor Awards (2012, 2019, 2021)
- Tech Excellence Award Nominations
- Learning Performance Institute (LPI) External Training Provider Sponsor 2024

Q: Are there any discount codes available?

Yes! Use discount code **PENPAL5** when booking your Foundations of Business Analysis training. Please note that only one discount code can be used per booking and cannot be combined with other special offers.

Nexus Human

Professional Training & Development

Email: info@nexushuman.com

Website: www.nexushuman.com

Phone: +353 1 889 8700 (Ireland) | +44 20 8142 8961 (UK)

© 2026 Nexus Human. All rights reserved. This brochure was generated on 13/11/2026.