

Process  
Modeling  
Series

# BUSINESS ANALYSIS FUNDAMENTALS

*An Introduction to Tools and Techniques*

Organizations of all types and sizes are recognizing the importance of capturing valuable knowledge embedded in current processes and data. Trained business analysts are required to meet this critical need.

**Business Analysis Fundamentals:** *An Introduction to Tools and Techniques* provides a two-day examination of the most common skills required to discover, evaluate, communicate, validate and capture business requirements.

The topics addressed by this *Tryon and Associates* seminar include...

- Basic Business Analysis concepts
- Formal methods that support Business Analysis
- Scope definition
- Interviewing techniques
- Presentation techniques
- Requirements review processes

**Business Analysis Fundamentals** may be used as an independent introduction to the topic or as a launching pad to more detailed discussions of each topic.

## *Learning Objectives*

The specific goals and objectives for this seminar are to provide each attendee with an understanding of...

- What is Business Analysis and why is it important?
- What are business requirements?
- Who studies business requirements?
- What are the different types of requirements?
- How does Business Analysis relate to Knowledge Management?
- How does Business Analysis relate to Project Management?
- What is a product repository?
- What are the most common methods that support requirements discovery and refinement?
- How to establish project scope during the analysis process.
- How to gather business requirements using different interviewing techniques.
- How to present business requirements for meaningful validation.
- How to validate requirements for completeness and accuracy.
- How to create an environment that supports Business Analysis.

## *Audience*

Due to the broad appeal of this seminar, it may be attended by members from across the total business organization. This seminar is intended for anyone who...

- Works as a liaison between business and technical organizations.
- Interviews subject matter experts to gather business requirements.
- Refines and documents business requirements.
- Presents business requirements for validation.
- Helps select solutions for business requirements that fit with organizational needs.

This audience often includes designated systems analysts, business analysts, reengineers, TQM specialists, project managers, team members, operations specialists, industrial engineers, systems engineers, software engineers, interface designers and technology specialists. Various staff managers may find this seminar series informative if they wish to understand the total analysis process.

## *Prerequisites*

There are no prerequisites for this session. However, it is useful if the attendees have a good awareness of general business principles and operations. This course may be taken as a stand-alone set of material or as an introduction to specific requirements modeling processes. It is best coupled with the three-day **Modeling Business Processes** session.

## *Duration*

**Business Analysis Fundamentals** is designed as a compact two-day seminar. Each day lasts a full eight hours and includes time for breaks and lunch.

## *Format*

This seminar is divided between instructor-led lecture and team workshops. Consistent topic coverage is insured by the use of easy-to-follow seminar notes. The instructor introduces each topic adding illustrations, examples and analogies to explain the material. Seminar attendees are encouraged to add their observations or ask questions at any time. Group discussions are often used to explore a specific topic. Topics are then examined using enjoyable workshop exercises where attendees may experience the dynamics and process for using a technique. Results are then evaluated by the instructor and other attendees.

## *Materials*

Each attendee receives a full set of presentation materials and workshop answers used by the instructor during the seminar. They will also receive numerous articles, examples, templates and common processes that are identified during the course. A comprehensive bibliography is provided of all books and reference materials noted during the seminar. Each attendee will receive an attractive Certificate of Completion following the seminar.

### ***Author***

**Business Analysis Fundamentals** was written by Chuck Tryon, founder of *Tryon and Associates*. This seminar was created based on Mr. Tryon's experience as a systems analyst in the Information Technology industry and as a project consultant and seminar leader.

### ***Scheduling and Pricing***

This seminar is typically scheduled on-site for a specific client. Please review the general scheduling and pricing policies. A complete price quote will be provided on request. On occasion, this seminar is offered on a public basis. Contact *Tryon and Associates* for more information about scheduling or attending this seminar.

### ***Contact Information***

Additional information on this and other *Tryon and Associates* seminars may be obtained by calling (918) 625-8258. Seminar descriptions and other helpful information are available at [www.TryonAssoc.com](http://www.TryonAssoc.com).

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