



Școala
informală
de IT

Business Analysis Curriculum

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1. Objectives

The course focuses on assisting people from non – IT domains to convert to IT Business Analysts, equipping students with the practical skills required to succeed, grow and perform effectively in the business analysis field.

Learning objectives:

- Understand and approach fundamental business analysis concepts
- Make a clear distinction between the roles of a business analyst and project manager
- Identify the main responsibilities and deliverables afferent for each BA activity
- Identify stakeholders and select appropriate techniques for eliciting the requirements
- Understand and describe how a business analyst works with stakeholders to identify and comprehend their business needs
- Define and apply business analysis tasks that progressively elaborate stakeholder and solution requirements
- Demonstrate effective use of written, verbal, and non –verbal communication, employing relevant knowledge, skills, and judgment in a business setting
- Demonstrate organization skills, prepare written and oral presentations, interview clients, facilitate meetings, and respond to conflict professionally
- Demonstrate employability skills and a commitment to professionalism.

The sessions include presentations, class discussions, hands–on activities, group and individual exercises, threaded case studies, real scenarios from IT projects, and action planning for on–the–job implementation.



2. Prerequisites

Persons eligible for this course should have analysis, decision – making, communication skills and a suitable mindset for achieving business success by providing the right business solution according to the identified business needs.



3. Curriculum

1. Key concepts

- Introduction
- Business Analysis
- Business Analyst
- Requirements
- Stakeholders
- Project

2. Requirements Elicitation

- Definition
- Good requirements vs. bad requirements
- Requirements elicitation process
- How to identify requirements sources
- Project scope
- Elicitation techniques
 - i. Brainstorming
 - ii. Document analysis
 - iii. Focus groups
 - iv. Interface Analysis
 - v. Interviews
 - vi. Observation
 - vii. Process modeling
 - viii. Prototyping
 - ix. Requirements workshops
 - x. Survey / Questionnaire



3. Analyzing requirements

- Definition
- Modeling requirements
- Business Process Analysis
- Structured Analysis
- Object oriented analysis

4. Requirements Validation

- Requirements validation process
- Validation techniques
 - i. User acceptance testing
 - ii. Operational prototype (Proof of concept)

5. Communicating Requirements

- Creating a communication plan
- Documenting requirements
- Preparing a requirements presentation
- Obtaining requirements sign-off

6. Planning and Managing Requirements

- Change management
- Defining requirements attributes
- Requirements Management tools

7. The Business Analyst and the SCRUM Team

- SCRUM/ Agile definition
- BA/ PO role in the SCRUM development team
- BA/ PO and the stakeholders management
- Techniques
 - i. Backlog management



- ii. Writing User stories and acceptance criteria
- iii. Estimating the work
- iv. Prioritization
- v. Interview
- vi. Brainstorming
- vii. Workshops
- viii. Documents analysis & Business rules analysis
- ix. Non-functional requirements analysis
- x. Decision making

8. A Day in the Life of a Business Analyst

- Meetings
- Formal and informal communication
- Problem solving
- Decision making
- Reporting

9. General Architecture Concepts

- Types of applications: Desktop Apps, Web Apps, Mobile Apps
- Programming language fundamentals
- Development deliverables
- Communication with a Project Manager/Architect/Tester/UX/Software Engineer
- General testing concepts
 - i. What is testing
 - ii. Testing phases
 - iii. Testing types
 - iv. Bug tracking tools
 - v. Testing deliverables



- Database Concepts
 - i. What is a database?
 - ii. Fundamentals of SQL Language

10. Interview Preparation

- Commonly asked interview questions and answers
- Body Language and interview etiquette
- Adjusting language based on interviewer's role in the company (HR vs. technical vs. BA)
- What to mention in your CV / LinkedIn profile
- What questions to ask at the end of the interview to assess the hiring company