BUSINESS ANALYTICS

SYLLABUS

Duration:-

- 3 month course

- 6 month course (Including Tools)

- ❖ Introduction to Business Analytics and Business Analysis
- ❖ Document Preparation and Management
- ❖ Requirement Gathering Process
- ❖ :Stakeholder Analysis and Management
- ❖ Business Process Modelling and Analysis
- ❖ Data Analysis and Data Modelling
- ❖ Use Case Modelling
- ❖ User Story Development and Agile Business Analysis
- ❖ Requirements Documentation and Management
- ❖ Business Analysis Techniques and Tools
- ❖ Communication and Presentation Skills for Business Analysts
- ❖ Agile Business Analysis and Agile Methodologies
- ❖ Business Analysis for Digital Transformation
- ❖ Data Analytics for Business Analysts
- ❖ Business Process Improvement and Change Management
- ❖ Capstone Project and Presentation

Week 1: Introduction to Business Analytics and Business Analysis

Introduction to Business Analytics and Business Analysis

Role and responsibilities of a Business Analyst

Key skills and competencies required for a Business Analyst

Case studies showcasing the importance of Business Analysis in organizations

Week 2: Document Preparation and Management

Overview of document preparation in business analysis

Types of documents: Business Requirements Document (BRD), Functional Requirements Document (FRD), Use Cases, etc.

Document management and version control techniques

Hands-on exercise: Creating sample BRD and FRD documents using Microsoft Word or Google Docs.

Week 3: Requirement Gathering Process

- Introduction to the requirement gathering process
- Techniques for eliciting requirements: interviews, workshops, surveys, observation, etc.
- Documenting requirements using various tools and techniques
- Hands-on exercise: Conducting mock interviews and documenting requirements.

Week 4: Stakeholder Analysis and Management

- Importance of stakeholder analysis in business analysis
- Techniques for identifying stakeholders and analyzing their needs and expectations
- Strategies for effective stakeholder engagement and management
- Hands-on exercise: Conducting stakeholder analysis and developing stakeholder engagement plans.

Week 5: Business Process Modeling and Analysis

- Overview of business process modeling techniques: BPMN, UML, flowcharts, etc.
- Techniques for analyzing and improving business processes
- Business process mapping and documentation

- Hands-on exercise: Creating process models using BPMN or UML tools (e.g., Microsoft Visio, Lucidchart).

Week 6: Data Analysis and Data Modeling

- Introduction to data analysis techniques in business analysis
- Data modeling concepts: entity-relationship diagrams (ERDs), data dictionaries, etc.
- Data validation and verification techniques
- Hands-on exercise: Analyzing data and creating sample ERDs using tools like Microsoft Excel or specialized data modeling tools.

Week 7: Use Case Modeling

- Introduction to use case modeling and its significance in business analysis
- Techniques for identifying use cases and actors
- Developing use case diagrams and use case specifications
- Hands-on exercise: Creating use case diagrams and use case specifications using tools like Microsoft Visio or online diagramming tools.

Week 8: User Story Development and Agile Business Analysis

- Introduction to user stories and their role in Agile development
- Techniques for creating effective user stories
- User story mapping and prioritization techniques
- Hands-on exercise: Developing user stories for a given project using tools like Jira or Trello.

Week 9: Requirements Documentation and Management

- Requirements documentation best practices
- Structuring and organizing requirements documents
- Traceability and requirements management using tools like Microsoft Excel, Jira, or specialized requirements management tools
- Hands-on exercise: Creating a comprehensive requirements document and managing requirements using tools like Jira or Microsoft Excel.

Week 10: Business Analysis Techniques and Tools

- Overview of additional business analysis techniques: SWOT analysis, PESTLE analysis, feasibility studies, etc.
- Tools and software commonly used in business analysis (e.g., Microsoft Excel, Jira, Confluence, Lucidchart, etc.)
- Introduction to prototyping and wireframing tools (e.g., Balsamiq, Axure, Sketch)

Hands-on exercise: Applying business analysis techniques and using relevant software tools for analysis and documentation

Week 11: Communication and Presentation Skills for Business Analysts

- Effective communication techniques for business analysts
- Presentation skills and techniques for delivering impactful presentations
- Data visualization and storytelling techniques
- Hands-on exercise: Creating and delivering a presentation on a business analysis topic.

Week 12: Agile Business Analysis and Agile Methodologies

- Introduction to Agile methodologies (Scrum, Kanban, etc.) and their relevance in business analysis
- Agile business analysis techniques: backlog grooming, sprint planning, etc.
- Collaboration and communication in Agile environments
- Hands-on exercise: Applying Agile business analysis techniques in a mock project.

Week 13: Business Analysis for Digital Transformation

- Understanding the role of business analysis in digital transformation initiatives
- Identifying digital opportunities and challenges
- Analyzing and documenting requirements for digital solutions
- Hands-on exercise: Conducting a digital transformation analysis and creating requirement specifications.

Week 14: Data Analytics for Business Analysts

- Introduction to data analytics techniques for business analysts
- Data exploration and visualization using tools like Tableau, Power BI, or Python libraries (e.g., pandas, matplotlib)
- Basics of data-driven decision making
- Hands-on exercise: Analyzing and visualizing data using data analytics tools and techniques.

Week 15: Business Process Improvement and Change Management

- Techniques for business process improvement and optimization
- Change management principles and strategies
- Managing stakeholders during process change
- Hands-on exercise: Identifying process improvement opportunities and creating a change management plan.

Week 16: Capstone Project and Presentation

- Students work on a comprehensive business analysis project
- Requirement gathering, analysis, and documentation
- Creating relevant diagrams, models, and documents
- Final project presentation and report submission

BENEFITS

➢ Helps organization make better decision by providing datas.

➢ Impactful work

➢ Jobs in high demand

➢ High level of independence

➢ New challenges

➢ Collaboration across a wide spectrum

Our Mentor:

Mr. ROHIT KRISHNAN

- IIBA (INTERNATIONAL INSTITUTE OF BUSINESS ANALYST MEMBER)
- CYBER SECURITY SPECIALIST
- CSM (CERTIFIED SCRUM MASTER)
- LEAN SIX SIGMA GREEN BELT

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