Tech Learniversity

JOB GUARANTEED

PROGRAM

QUALITY EDUCATION FROM QUALITY PEOPLE

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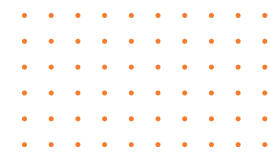
PROGRAM NAME

BUSINESS ANALYST
PROGRAM

QUALITY EDUCATION FROM QUALITY PEOPLE

BUSINESS ANALYST PROGRAM

This Business Analyst Program covers the end-to-end lifecycle of understanding business needs, gathering requirements, designing effective solutions, overseeing successful implementation, and delivering value. Participants learn how to bridge communication between stakeholders and development teams, drive strategic decision-making, and ensure solutions align with organizational objectives.

Course Overview

Organizations increasingly recognize the vital role Business Analysts (BAs) play in project success. By focusing on agile methodologies, requirements management, process modeling, and solution evaluation, this program prepares you to:
– Elicit high-impact requirements using diverse techniques
– Perform enterprise-level analyses (current vs. future states)
– Engage stakeholders effectively to minimize project risks
– Translate business goals into clear technical specifications
– Oversee solution deployment and evaluate performance
Through real-world scenarios and practical tools like Jira, Confluence, Visio, Power BI/Tableau, and SQL fundamentals, learners gain both the soft and hard skills to excel as Business Analysts.

COURSE TYPE

This program caters to a beginner-to-intermediate audience. It provides foundational theory for newcomers while offering substantial hands-on exercises to deepen skills for those with some exposure to business analysis or project work.

Course Objectives

1. Master Core BA Concepts: Understand the Business Analyst's role, stakeholder management, strategic alignment, and value realization.
2. Elicit and Manage Requirements: Conduct workshops, interviews, and analysis sessions; organize and document requirements for optimal traceability.
3. Model Processes and Data: Utilize BPMN, data flow diagrams, ERDs, and wireframes to visualize "as-is" and "to-be" states.
4. Support Solution Development: Collaborate with technical teams, track changes, and validate solutions through user acceptance testing.
5. Use Tools and Technologies: Integrate Jira, Confluence, Visio, Lucidchart, Miro, Figma, and SQL for effective BA tasks.

Course Objectives

6. Enhance Communication & Leadership: Facilitate consensus, present findings, and handle conflicts to drive project success.
7. Implement Strategy & Evaluate Solutions: Measure solution performance, manage risks, and drive continuous improvements.
8. Uphold Ethical Standards: Ensure data privacy, regulatory compliance, and integrity in all BA activities.

Duration

140 Hours

Requirements

– A reliable computer (Windows/macOS/Linux) with internet access
– Basic proficiency in Microsoft Office (Word, Excel, PowerPoint)
– Readiness to install and use recommended tools (Jira, Visio, Miro, Figma, etc.)

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Pre-requisites

– No strict technical background required
– Familiarity with basic business concepts is helpful
– Some experience in project environments or client-facing roles is advantageous, but not mandatory

Target Audience

– Aspiring Business Analysts from non-IT or IT backgrounds
– Project managers or coordinators aiming to strengthen BA skills
– Professionals transitioning to analysis-centric roles (e.g., domain experts, operations specialists)
– Recent graduates looking to build a BA-focused career path

Career and Future Prospects

Business Analysts are essential in virtually every industry—finance, healthcare, manufacturing, retail, technology, and more. Skilled BAs can advance into roles such as:
– Project Manager or Scrum Master
– Product Owner or Product Manager
– Business Architect or Business Consultant
– Strategy Analyst or Process Improvement Specialist
Long-term, experienced Business Analysts often rise to senior leadership or consulting positions focused on strategic, enterprise-wide transformation initiatives.

Designation/Title

Graduates of this program typically pursue roles such as:
– Junior Business Analyst
– Business Analyst
– Senior Business Analyst
– Business Intelligence Analyst (with additional BI skillset)
– Business Solutions Architect
– Product Owner (in Agile environments)

Projects

Hands-on projects are embedded in each module:
1. Enterprise Analysis
– Conduct a SWOT and PESTLE assessment for a hypothetical expansion project.
– Develop a vision statement and business case with cost-benefit and risk analysis.
2. Requirements Elicitation & Documentation
– Perform interviews and workshops (role-play scenarios) to gather user requirements.
– Document findings using use cases, user stories, and BPMN diagrams.
3. Modeling & Design Definition
– Create AS-IS and TO-BE process models in Visio or Lucidchart.
– Draft wireframes/mockups in Figma illustrating proposed UI changes.
4. Solution Evaluation
– Use a root cause analysis (Ishikawa diagram) to propose corrective measures.
– Develop and execute a UAT plan for sample requirements in Jira.

Projects

5. SQL & Data Visualization
– Basic SQL queries to retrieve and update test data.
– Build a simple Power BI or Tableau dashboard for a mock project.
6. Capstone Project
– Consolidate all phases—from requirements and process modeling to testing and solution evaluation—on a real or simulated business problem.
– Present a coherent analysis, solution blueprint, and final recommendations.

Salary

India : ₹5 LPA – ₹12 LPA
USA : $65,000 – $95,000
Canada : CA$60,000 – CA$90,000
UK : £35,000 – £55,000
Australia : AU$70,000 – AU$100,000

Features

– Practical Curriculum: In-depth coverage of BA frameworks, agile methods, and real tools (Jira, Figma, Visio).
– Project-Focused: Multiple mini-projects plus a capstone for a robust portfolio.
– Collaborative Learning: Peer reviews, group workshops, and structured team activities.
– Flexible Modalities: Blended learning with guided instruction and self-paced labs.
– Professional Growth: Guidance on certifications (IIBA, PMI-PBA), interview prep, and continuous learning.
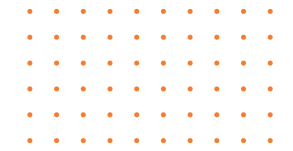
Benefits

– Holistic Skill Development: Learn end-to-end BA processes—analysis, communication, solution design, and testing.
– Industry-Relevant Tools: Gain hands-on exposure to key BA and collaboration platforms.
– Versatile Career Path: BAs can move into roles in project management, consulting, or product ownership.
– Networking: Engage with peers, mentors, and potential employers through collaborative projects.
– Real-World Readiness: Tackle realistic case studies that mirror actual organizational challenges.

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MODULE 1. FOUNDATIONS OF BUSINESS ANALYSIS

INTRODUCTION TO BUSINESS ANALYSIS

- Role of the BA: bridging business needs and technical solutions, facilitating strategic alignment.
- Value Proposition: reducing project failure rates by 40% through clear requirements; improving ROI by up to 15% on IT projects.
- Key Stakeholders: identifying and engaging business users, developers, testers, project managers, and executive sponsors.

BUSINESS ANALYSIS PLANNING & MONITORING

- Planning Approaches: selecting appropriate BA approaches (e.g., predictive, adaptive) based on project context (e.g., 60% of agile projects benefit from early BA involvement).
- Stakeholder Engagement: RACI matrix, stakeholder analysis with influence/interest grids (e.g., 85% of project success attributed to effective stakeholder communication).
- BA Performance Assessment: establishing metrics (e.g., requirement traceability, UAT pass rates, defect reduction post-deployment).

ENTERPRISE ANALYSIS
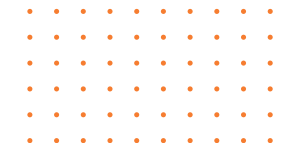
- Current State Analysis: SWOT, PESTLE, Porter's Five Forces, value chain analysis.
- Future State Definition: gap analysis, vision statements, strategic goals (e.g., SMART objectives).
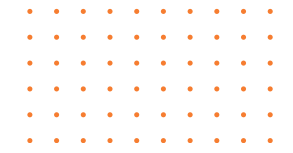- Business Case Development: cost-benefit analysis (ROI, NPV), feasibility studies, risk assessment.

MODULE 2: REQUIREMENTS ELICITATION & COLLABORATION

ELICITATION TECHNIQUES

- Workshops: JAD/RAD sessions (e.g., reducing requirements gathering time by 30-50%).
- Interviews: structured, semi-structured, unstructured.
- Document Analysis: reviewing existing system documentation, process manuals, regulatory documents (e.g., compliance with GDPR, HIPAA for specific industries).
- Observation: shadowing users, time studies (e.g., identifying bottlenecks improving process efficiency by 15-20%).
- Brainstorming: ideation for new solutions, feature prioritization.

COLLABORATION & COMMUNICATION

- Active Listening & Questioning: open-ended, probing, clarifying questions.
- Conflict Resolution: facilitating consensus among diverse stakeholders.
- Presentation Skills: effective communication of complex information to various audiences (e.g., C-suite, technical teams).
- Facilitation: managing group dynamics, leading discussions, decision-making.

MODULE 3. REQUIREMENTS ANALYSIS & DESIGN DEFINITION
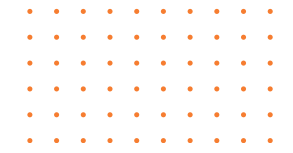
REQUIREMENTS CLASSIFICATION

- Functional vs. Non-functional: performance (e.g., 99.9% uptime), security (e.g., ISO 27001 compliance), usability (e.g., WCAG 2.1 AA standards), scalability.
- Business, Stakeholder, Solution (Functional, Non-Functional), Transition requirements.

MODELING TECHNIQUES

- Process Modeling: BPMN 2.0 (AS-IS, TO-BE models); Swimlane diagrams; Value Stream Mapping (e.g., identifying 25% waste reduction opportunities).
- Data Modeling: Entity-Relationship Diagrams (ERD), Data Flow Diagrams (DFD); Data Dictionaries.
- User Experience (UX) Modeling: Wireframes, Mockups, User Stories (e.g., adhering to Nielsen's 10 Usability Heuristics).
- Use Cases & User Stories: documenting user interactions, acceptance criteria (Gherkin syntax: Given-When-Then), story mapping.

STRUCTURING REQUIREMENTS

- Traceability: linking requirements to business objectives, test cases, and design elements (e.g., maintaining 95% traceability coverage).
- Prioritization Techniques: MoSCoW (Must, Should, Could, Won't), Kano Model, Cost-Benefit Analysis (e.g., feature prioritization based on 80/20 rule).

VERIFICATION & VALIDATION

- Peer Reviews: ensuring quality, completeness, and consistency of requirements (e.g., reducing defects by 50-70% pre-development).
- Walkthroughs & Inspections: stakeholder review sessions.

MODULE 4. SOLUTION EVALUATION & STRATEGY IMPLEMENTATION
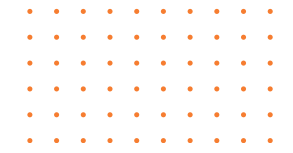
SOLUTION ASSESSMENT

- Performance Measurement: defining KPIs (e.g., sales conversion rates, customer satisfaction scores (CSAT), operational efficiency metrics).
- Root Cause Analysis: Ishikawa (Fishbone) diagrams, 5 Whys.

RISK MANAGEMENT

- Identifying, assessing, and mitigating risks associated with solution deployment (e.g., 15% reduction in project risks through proactive BA involvement).

CHANGE MANAGEMENT

- Impact Analysis: assessing the effects of proposed changes on people, processes, and systems.
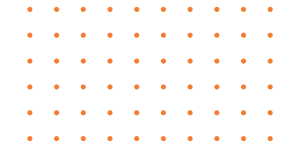- Training & Communication: developing materials, conducting sessions for user adoption.

ACCEPTANCE TESTING

- User Acceptance Testing (UAT): defining UAT scope, test cases, managing defect logging and resolution.
- Go-Live & Post-Implementation Support: monitoring performance, gathering feedback.
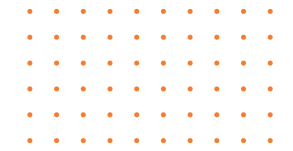
MODULE 5. TOOLS & TECHNOLOGIES

REQUIREMENTS MANAGEMENT TOOLS

- Jira, Azure DevOps, Confluence, Trello, Asana
- Creating and managing epics, user stories, tasks
- Adding acceptance criteria (Given-When-Then format)
- Linking requirements to test cases & designs
- Managing backlog (priority setting: MoSCoW, Kano)
- Creating sprint boards and tracking progress
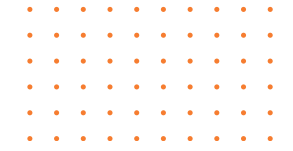- Generating project reports (burndown, velocity)

MODELING & DIAGRAMMING SOFTWARE

- **Microsoft Visio, Lucidchart**

  - Create BPMN 2.0 process diagrams (AS-IS & TO-BE)
  - Swimlane diagrams for roles & responsibilities
  - Data flow diagrams (DFD)
  - Entity-Relationship Diagrams (ERD)
  - Wireframes/mockups for UI design
  - Export diagrams for documentation

- **Miro**

  - Brainstorming with sticky notes
  - Creating mind maps & user journey maps
  - Facilitating remote workshops
  - Collaborating in real-time with stakeholders
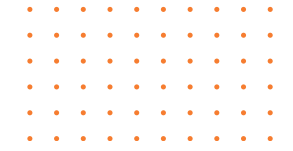
SYLLABUS

- **Figma**

- Wireframing – creating low-fidelity screens to map out layouts.
- High-Fidelity Mockups – detailed, branded designs matching final UI.
- Components & Variants – reusable design elements (e.g., buttons, forms).
- Styles – color palettes, typography, and effects for consistency.
- Prototyping – linking screens for clickable, interactive flows.
- Commenting – collaborating with stakeholders for design feedback.
- Version History – tracking design changes and reverting if needed.
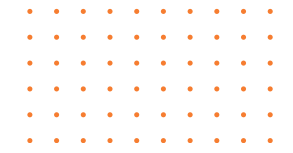- Plugins – using tools for icons, stock images, data population.

- **Data Analysis & Reporting**

- Microsoft Excel (advanced functions, pivot tables),
- Lookup & Reference: VLOOKUP, HLOOKUP, XLOOKUP, INDEX, MATCH
- Text Functions: LEFT, RIGHT, MID, LEN, TRIM, CONCAT, TEXTSPLIT
- Logical Functions: IF, IFERROR, IFS, AND, OR
- Date Functions: TODAY, NOW, DATEDIF, EOMONTH, WORKDAY
- Math/Statistical: SUMIF, SUMIFS, COUNTIF, COUNTIFS, AVERAGEIF
- Data Cleaning & Analysis:
- Remove duplicates
- Conditional formatting
- Data validation (dropdowns)
- Pivot tables & pivot charts
- Power Query (data transformation)
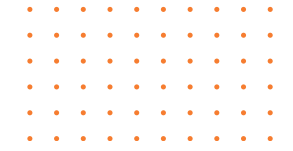
- **SQL basics**

  - Data Retrieval: SELECT, FROM, WHERE, ORDER BY, GROUP BY
  - Joins: INNER JOIN, LEFT JOIN, RIGHT JOIN, FULL JOIN
  - Aggregations: COUNT(), SUM(), AVG(), MIN(), MAX()
  - Filtering: WHERE, BETWEEN, IN, LIKE
  - Data Management: INSERT, UPDATE, DELETE (for UAT/test data prep)
  - Date Functions: NOW(), DATEADD(), DATEDIFF(), YEAR(), MONTH()
  - String Functions: CONCAT(), SUBSTRING(), TRIM(), LOWER(), UPPER()

- **Power BI/Tableau (for data visualization and reporting)**

  - Importing data from Excel, SQL, APIs
  - Data cleaning & transformation in Power Query
  - Creating calculated fields/measures (DAX in Power BI)
  - Common DAX formulas: CALCULATE, FILTER, SUMX, IF, SWITCH
  - Creating interactive dashboards (slicers, filters)
  - Chart types: bar, line, pie, scatter, maps, KPI cards
  - Drill-down & hierarchy navigation
  - Publishing and sharing reports

- **Collaboration Platforms:**

- **Microsoft Teams, Zoom, Slack.**

- Scheduling and hosting meetings/workshops
- Screen sharing for presentations
- Recording sessions for requirement traceability
- Using channels/threads for topic-specific discussions
- Integrating with tools like Jira, Confluence

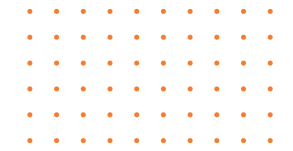## MODULE 6: PROFESSIONAL DEVELOPMENT & SPECIALIZED TOPICS

AGILE & SCRUM

- Understanding Agile Principles (Agile Manifesto), Scrum framework roles (Product Owner, Scrum Master), ceremonies (sprint planning, daily stand-up, review, retrospective), artifacts (product backlog, sprint backlog, increment).
- BA role in Agile teams (e.g., contributing to 2.5x faster project delivery in agile environments).

INTRODUCTION TO SQL

- CREATE DATABASE and USE
- CREATE TABLE: Defining columns, data types (INT, VARCHAR, TEXT, DATE, BOOLEAN, DECIMAL), constraints (NOT NULL, UNIQUE, PRIMARY KEY, FOREIGN KEY, CHECK, DEFAULT)
- INSERT INTO: Single row, multiple rows, inserting from SELECT
- SELECT: Basic projection and selection, DISTINCT keyword
- UPDATE: Single row, multiple rows, conditional updates
- DELETE FROM: Conditional deletion, TRUNCATE vs. DELETE
- DROP TABLE, ALTER TABLE (ADD, DROP, MODIFY COLUMN)
- COMMENT on tables/columns

DOMAIN KNOWLEDGE

- Exposure to specific industry sectors (e.g., FinTech, Healthcare, E-commerce, Manufacturing) and their unique regulatory and business process requirements.

ETHICAL CONSIDERATIONS

- Data privacy (e.g., CCPA, PIPEDA), intellectual property, professional integrity.

CONTINUOUS LEARNING

- Pursuing certifications (IIBA, PMI-PBA), attending industry conferences (e.g., Building Business Capability), staying updated on emerging trends (AI/ML impact on BA).

WELCOME TO OUR EDTECH FIRM

Choose Tech Learniversity for quality education from industry experts committed to empowering your success. Embark on a transformative educational journey with Tech Learniversity and unlock your potential for a brighter future. Together, we can create meaningful experiences that inspire growth, collaboration, and success!

Company Description

At Tech Learniversity, we are dedicated to transforming lives through accessible, cutting-edge technology education and personalized learning experiences that empower individuals to excel in the digital era.

ABOUT US

Company Description

Tech Learniversity is a cutting-edge EdTech firm dedicated to revolutionizing global education through personalized learning experiences. We offer innovative training programs, including immersive bootcamps and next-generation AI courses, designed to equip learners with the skills needed to excel in today's competitive job market.

More Information

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