



Foundations of Business Analysis

Course ISI-1593

2 Days

Instructor-led

At Course Completion

Defining the wrong problem, or solving it with incomplete requirements, is one of the fastest ways to derail a project. According to the PMI Pulse of the Profession 2023, 66% of organizations cite poor requirements management as the top cause of project failure. Business analysts who can bridge the gap between stakeholder intent and project execution help avoid costly misalignment.

The Foundations of Business Analysis course teaches the core competencies every analyst needs to support project success. Participants learn how to identify the real business need, engage stakeholders, and manage requirements from concept through evaluation. These skills improve alignment between business goals and project outcomes—ensuring solutions deliver measurable value.

This IIBA-endorsed course is approved for 14 PDUs and 14 CDUs.

Who Should Attend?

New business analysts, people that have project experience but have not had formal business analysis training, or experienced BAs and project managers who want a more formal and industry-standard business analysis approach will gain new skills and methods from this course.

Course Objectives

Strong foundational skills in business analysis help teams avoid rework, scope creep, and miscommunication. This course offers the structure and techniques needed to gather clear, actionable requirements and align stakeholders early in the process.

- Identify and define the five types of requirements
- Improve project outcomes through clear problem definition
- Plan and manage requirement activities effectively
- Analyze and engage key stakeholders

Write complete, traceable, and business-focused requirements

Prerequisites

No formal prerequisites. Familiarity with project environments is helpful but not required.

Contact ISInc for more information at 916.920.1700 or by visiting our website at <http://www.isinc.com>

Course Outline

Module 1: Business Analysis Overview

- What is business analysis?
- The role of the business analyst
- The business analysis framework
- Core competencies for BAs

Module 2: Requirements Overview

- Defining requirements
- Five types of requirements
- Aligning requirements to business value
- Requirements vs. design

Module 3: Business Rules Overview

- What are business rules?
- Business rule examples
- Differences between rules and requirements

Module 4: Define the Business Need

- Identifying and documenting business needs
- Asking the right questions
- Translating needs into business requirements

Module 5: Determine the Business Requirements

- Business goals vs. objectives
- Capturing high-level business requirements
- Structuring requirement interviews

Module 6: Plan for Business Analysis

- Key planning considerations
- Selecting the right BA approach
- Identifying stakeholders
- Communication and activity planning

Module 7: Elicit Requirements

- Elicitation framework and techniques
- Structuring effective questions
- Capturing and confirming results



Module 8: Analyze, Document, and Model Requirements

- Characteristics of high-quality requirements
- Writing and reviewing requirements
- Introduction to requirements modeling
- Packaged software considerations

Module 9: Manage Requirements

- Requirements lifecycle and change control
- Tracing and prioritizing requirements
- Review, approval, and documentation practices

Module 10: Evaluate Solution or Solution Component

- Evaluating solution performance
- Confirming solution alignment with business needs