BUSINESS ANALYSIS PROCESS FRAMEWORK: CULTIVATING YOUR SUCCESS MINDSET

WHAT TO EXPECT

Our Agenda*

9:00: Welcome and Intro
9:30: Step 1 – Get Oriented
10:15: {Mid-Morning Break}
10:30: Step 2 – Discover the Primary Business Objectives
11:30: Step 3 – Define Scope

12:30 – 1:15 {LUNCH BREAK}

1:15: Refection Exercise
1:45: Step 4 – Formulate Your Business Analysis Plan
3:00: {Afternoon Break}
3:15: Steps 5-7 - Define the Detailed Requirements, Support the Technical Implementation, Help the Business Implement the Solution
4:00: Step 8 – Assess the Value Created By the Solution
4:30 Closing Reflections and Take-Aways

All times approximate, to allow for interactive activities and deeper dives in the areas most relevant to active participants.

What to Bring

➤ ***Your Full Self***: {Most important} This will be a highly interactive session. Plan to be on-time and engaged. Be prepared to listen, write, reflect, share, and participate. Mute/turn off distractions (cell phones, laptops, etc).

➤ **Background on Project(s)**: Do you have a project with challenges? Or that you'd like to learn how to take to the next level? Please don't bring documentation – you won't need it and it could be a distraction. But you may want to refresh yourself on the project details ahead of time in exercise #0 below. (And if you aren't practicing as a BA, no worries, you get to learn how the real-world works from the practicing BAs in attendance.)

➤ **Your Questions**: In an ideal world, what questions or challenges would you love to walk away with solutions for? (See Exercise #0.)

EXERCISE #0 – OPTIONAL PRE-WORK – PROJECT BACKGROUND

Project Name: _____

What's the benefit of implementing this project?

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What are the key milestones of the project so far?

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Who are the key stakeholders? What are their roles?

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What challenges have I faced on this project?

When have I faced these same challenges before?

Were the circumstances similar or different?

What solutions would I like to receive from this training?

And how will those solutions improve my BA performance and my career potential?
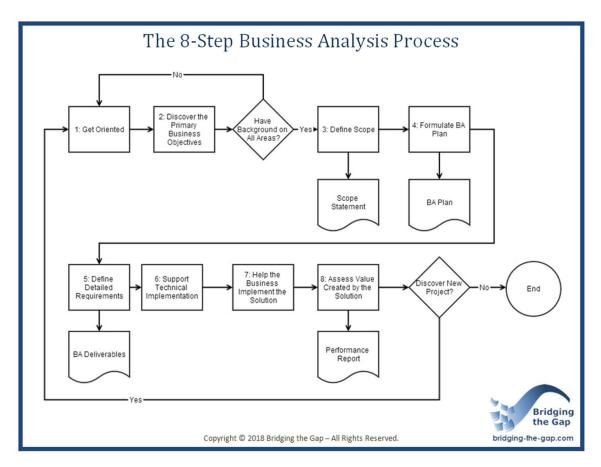
EXERCISE #1 –

What are your active projects?

What are your top project challenges?

THE 8 STEP BUSINESS PROCESS FRAMEWORK

To have on-hand as we go through the details – so you can refer back easily.

The 8-Step Business Analysis Process

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EXERCISE #2 – YOUR ROLE

Describe your role on this project and identify any questions you have.

EXERCISE #3 – IDENTIFY YOUR PRIMARY STAKEHOLDERS

Name	Job Title	Role on Project

EXERCISE #4 – IDENTIFY 2-3 PRIMARY BUSINESS OBJECTIVES

EXERCISE #5 – HOT SEATS

What challenge(s) do you face confirming scope? What did you learn from the hot seats?

EXERCISE #6 – PERCOLATION

EXERCISE #7 – WHAT DELIVERABLE *TYPES* WILL YOU CREATED?

EXERCISE #8 – CREATE A PRELIMINARY LIST OF DELIVERABLES

Our full business analyst planning template in Excel format will be provided via email.

Focus on the Deliverable Names. Leave the right 3 columns blank for now.

Deliverable Name	Deliverable Type	Stakeholders	Timing	Critical Path	Ambiguity / Complexity?	Quick Win?

Business Analysis Process Framework: Cultivating Your Success Mindset

Deliverable Name	Deliverable Type	Stakeholders	Timing	Critical Path	Ambiguity / Complexity?	Quick Win?

EXERCISE #9 – PLANNING CHALLENGES AND SOLUTIONS

EXERCISE #10 - EVALUATE YOUR DELIVERABLES LIST

Fill in the right 3 columns under Exercise #7.

EXERCISE #11 – COLLABORATION CHALLENGES DURING IMPLEMENTATION

EXERCISE #12 – IDENTIFY 1 MEASUREMENT

To show the results of your project.

EXERCISE #13 – SESSION CLOSING AND *PERCOLATION*

AHA / Take-Away

Action Items

Action Item	Effort	Impact	Timing

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Action Item	Effort	Impact	Timing