
LAUNCH YOUR BUSINESS ANALYSIS CAREER – *DRAFT* CURRICULUM

Here's the list of lessons that will guide us through the course.

This is subject to change based on your feedback and questions.

MODULE 1 – PULLING UP THE CURTAIN ON BUSINESS ANALYSIS

After completing this topic, you will be able to describe the essence and nuances of the business analyst role and be able to make an informed decision about your career direction within business analysis.

Lesson 1 – How I Explain the BA Role to My Family

After completing this lesson, you will be able to describe the essence of the business analyst role, using three distinct metaphors.

Lesson 2 – 7 Key Elements of Business Analysis You Don't Want to Miss

After completing this lesson, you'll be able to break down the IIBA definition of business analysis and describe its key parts.

Lesson 3 – You Don't Have to Work on a Complex Project to be a Business Analyst

After completing this lesson, you will be able to describe the role a BA fills on a project.

Lesson 4 – How Business Analyst Job Roles Impact Your Career Transition

After completing this lesson, you'll be able to identify the common types of business analyst roles and you'll be prepared to identify the types of roles that might be most relevant to your career aspirations and background.

Lesson 5 – How Your Career Background Can Help You Become a Business Analyst

After completing this lesson, you'll be able to identify strengths from your career background that will directly support your transition into business analysis.

Lesson 6 – The Value of Your Business Analysis Competencies in the 21st Century

After completing this lesson, you will be able to describe the key drivers of business analysis and why they are critical to the success of 21st century organizations.

Lesson 7 – Your Questions Answered

In this lesson, we'll go beyond the forums and you'll receive audio-recorded answers to your questions about the course material to-date.

MODULE 2 - UNEARTH YOUR BA CAREER HISTORY (YES, YOU HAVE ONE)

After completing this module, you'll be able to identify the most common tasks that a business analyst is responsible for and identify the most relevant elements of your career history to enable your business analyst transition.

Lesson 8 – If You've Ever Asked "Why", You Have Elicited Requirements

After completing this lesson, you will be able to describe requirements elicitation and identify career experiences that provide a testament to your elicitation abilities.

Lesson 9 – 5 Analysis Techniques Almost Everyone Uses

After completing this lesson, you will be able to describe the "analysis" in business analysis, list the common analysis techniques that business analysts use, and identify experiences from your career history when you performed analysis.

Lesson 10 – The Most Common Types of Requirements

After completing this lesson, you'll be able to compare the many requirements specifications that business analyst create, often inconsistently, and identify experiences in your career history when you created similar specifications.

Lesson 11 – How BAs Manage Requirements

After completing this lesson, you'll be able to describe the techniques and tools BAs use to manage requirement and identify experiences in your career history when you managed requirements.

Lesson 12 – Little Known Ways to Validate Requirements

After completing this lesson, you'll be able to identify the techniques that business analysts use to ensure that all stakeholders have a shared understanding of the requirements, and identify experiences in your career history when you validated requirements.

Lesson 13 – The BA and the Project Lifecycle

After completing this lesson, you'll be able to describe how the BA practices we've described in this module fit into the lifecycle of a project.

Lesson 14 – Your Questions Answered

In this lesson, we'll go beyond the forums and you'll receive audio-recorded answers to your questions about the course material to-date.

MODULE 3 – QUALIFICATIONS THAT CAN HELP YOU LAND YOUR FIRST BA POSITION

After completing this module, you'll be able to identify the qualifications that will most quickly lead you to business analysis. These are critical to forming your personalized roadmap and getting started as a working business analyst.

Lesson 15 - You Don't Have to be a World-Class Facilitator to Have Valuable Communication Skills

After completing this lesson, you'll be able to describe the verbal, written, and visual communication skills critical successful business analysis and identify your communication strengths as a business analyst.

Lesson 16 - Are You a Great Problem-Solver?

After completing this lesson, you'll be able to describe how business analysts solve problems and dig deeper into your own problem solving strengths.

Lesson 17 – Getting the Point: Big Picture Perspective and Advocates for Users

After completing this lesson, you'll see why a big picture perspective is so important for business analysts and why business analysts are sometimes thought of as advocates for the business. You'll be able to identify your strengths as a big-picture thinker who gets the point.

Lesson 18 – It Can Pay to Be the Expert

After completing this lesson, you'll be able to identify unique areas of expertise in your career background that could help you jump ahead quickly into your first business analyst role.

Lesson 19 – What tools do you know?

After completing this lesson, you'll be able to identify a list of relevant tools and technologies in which your subject matter expertise could help position you for a business analyst position.

Lesson 20 – Why Organizations Need Small-L Leaders

After completing this lesson, you'll see business analysts as leaders and be positioned to leverage your own leadership skills in the context of being a business analyst.

Lesson 21 – A Trait That Many BAs Miss – Being Proactive

After completing this lesson, you'll see why your days as a business analyst won't attack you, you'll attack them. You'll be able to identify critical time management and project leadership skills that will help you success as a business analyst.

Lesson 22 – Your Questions Answered

In this lesson, we'll go beyond the forums and you'll receive audio-recorded answers to your questions about the course material to-date.

MODULE 4 – CLEAR YOUR PATH INTO BUSINESS ANALYSIS

Lesson 23 – How Close Are You to Being a BA?

After completing this topic, you'll be able to complete your self-assessment and build a clear picture of your areas of strength and open gaps for becoming a BA. You'll also be able to bring together your unique areas of expertise that you can leverage to ease your transition.

Lesson 24 - Five Paths to Business Analysis

After completing this topic, you'll be able to identify 5 common paths followed by those becoming business analysts and select the 1 or 2 that are most applicable to you.

Lesson 25 – How to Build Mutually Beneficial Relationships

After completing this topic, you'll be able to identify opportunities to connect with other professionals who will be able to help you clear your path into business analysis.

Lesson 26 – What's Your BA Story?

After completing this topic, you'll be able to share your convincing BA story with other professionals, recruiters, and hiring managers and start spreading the word that you are ready to become a business analyst.

Lesson 27 – How to Expand Your BA Knowledge

After completing this lesson, you'll be able to compare and contrast different learning opportunities within business analysis and select the combination of opportunities that suit your learning needs and style.

Lesson 28 – How to Expand Your BA Experiences

After completing this lesson, you'll be able to identify ways to take action and build new career experiences and decide if your current job role provides opportunities to become a BA.

Lesson 29 – How to Talk about Your BA Career Goals with Your Manager

After completing this lesson, you'll be able to prepare for a confident conversation with your manager about your business analysis career goals and determine what support you might have within your current organization.

Lesson 30 – Crafting Your Roadmap

After completing this lesson, you'll be able to pull together everything you've learned about business analysis, your own competencies, and your opportunities to craft a personalized roadmap to becoming a business analyst.

Lesson 31 – Your Questions Answered

In this lesson, we'll go beyond the forums and you'll receive audio-recorded answers to your questions about the course material to-date.

BONUS MODULE: TACKLING THE BA JOB SEARCH

After completing this module, you'll be prepared to craft a personalized job search plan with confidence.

Lesson 1: Introduction

After completing this topic, you'll be able to identify my perspective as your instructor and proceed through the course materials with ease.

Lesson 2: Career Changes vs. Job Changes

After completing this topic, you'll be able to describe the difference between a job change and a career change and articulate your job search goals more clearly.

- ✓ Worksheet: Framing My Job Search

Lesson 3: The BA Job Market is Messy

After completing this topic, you'll be able to identify the complexities of the BA job market and appreciate why you may not be qualified for the vast majority of business analysis job opportunities. You'll be motivated to focus your job search.

- ✓ Worksheet: Focusing My Job Search

Lesson 4: Cutting Through the Clutter: Researching a Job Market

After completing this topic you'll be able to independently research a job market, sort through the options available and find the attributes of successful business analysts in your local area.

- ✓ Checklist: Eliciting Information from Job Descriptions
- ✓ Extra Resource: Job Titles in Business Analysis
- ✓ Extra Resource: Job Search Resources
- ✓ Template: Qualifications List

Lesson 5: How to Discover Your Marketable BA Qualifications

After completing this topic, you'll be able to identify your most valuable capabilities as a business analyst. As you discover new elements of the BA job market, you'll revisit this lesson and the worksheets again and again to dig deeper and find new transferable career experiences.

- ✓ Worksheet: Diagnosing a Project Experience
- ✓ Worksheet: Discovering a Marketable BA Qualification
- ✓ Template: Recording Feedback

Lesson 6: How to Focus Your Job Search with a Target Position

After completing this topic, you'll be able to build a target position description which will focus your job search on the positions where you have the best possible chance of success. You'll be able to confidently position yourself in the BA marketplace.

- ✓ Worksheet: Target Position

Lesson 7: The Hiring Process and You

After completing this topic, you'll be able to describe the hiring process from a recruiter's perspective, believe that your resume is a piece of marketing collateral, and determine if your current resume is positioned to make it through the funnel of job applicants.

- ✓ Worksheet: Are You Positioned to Make it Through the Funnel?

Lesson 8: Position Your BA Qualifications in a Well-Crafted Resume

After completing this topic, you'll be able to craft a resume that showcases your business analysis career experiences, training, and achievements and is more likely to be read and understood by hiring managers and recruiters, resulting in increased call backs from job applications.

- ✓ Extra Resource: Documenting Contributions (real patterns you can use to turn your responsibilities into valuable achievements)
- ✓ Worksheet: Creating a Project Summary

Lesson 9: Starting your BA Job Search

After completing this topic, you'll be prepared to apply everything you've learned in the previous topics to build a job search plan customized to your career goals. You'll be positioned to turn previously ego-busting rejections into learning opportunities.

- ✓ Template: Record of Job Applications

- ✓ Checklist: Learning from “No”

Lesson 10: Mastering the BA Job Interview

After completing this topic, you’ll be able to use time-tested techniques to prepare for a business analyst job interview so that you can enter each interview with confidence.

- ✓ Worksheet: Preparing for a BA Job Interview
- ✓ Worksheet: Job Interview Retrospective

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