

Integrated Business Analysis & IT Solutions

1. Overview

This programme equips participants with the knowledge and skills to perform business and enterprise analysis, elicit and manage requirements, plan and monitor business analysis activities, and investigate IT solution implementation options. Participants will be able to manage stakeholder requirements, ensure alignment with business goals, and recommend appropriate solutions in ICT or business contexts.

2. Programme Outcomes

- Identify business needs and opportunities
- Determine the most appropriate approach for identifying solutions
- Define the solution scope
- Develop a compelling business case
- Ensure changes to project requirements are agreed upon and accurately documented
- Maintain relationships between components to trace requirement changes
- Maintain requirements for future reuse
- Prepare a complete requirements package
- Communicate requirements and changes to all stakeholders
- Prepare for requirements elicitation
- Conduct activities to elicit requirements from all stakeholders
- Document elicitation results
- Confirm elicitation results with stakeholders
- Conduct stakeholder analysis for a project
- Plan business analysis activities and communication strategies
- Plan the requirements management process
- Monitor, report, and evaluate business analysis performance
- Discuss factors influencing IT solution implementation options
- Compare different IT implementation methods used in the industry
- Recommend appropriate implementation solutions for specific contexts

Qualification:	Certificate of Completion
Duration:	4-Months
Programme Type:	Category B – Workplace-Based Learning Programme
Programme ID:	PA0927
SAQA US:	259278, 259257, 259279, 259280, 258838
NQF Level:	5
Credits:	46
Entry Requirements:	Communication & Mathematical Literacy at NQF 4

**A choice of leveraged programmes for any person,
At any level, in any department, of any company, in any industry.**

Training Options:

Online - Each participant will receive access to an online portal, where all programme materials and resources are available. Training is delivered fully online, and participants will join scheduled Microsoft Teams sessions facilitated by a trainer. This mode provides flexibility and allows learners to participate from any location.

Blended - Blended learning combines both online and face-to-face training. Participants receive access to an online portal for online content, resources, and self-paced activities. Alternatively, the learning material will be emailed to the participant. They also attend scheduled in-person contact sessions with a facilitator, either at the client's premises or providers campus. This approach offers the flexibility of online learning with the added support of guided, interactive sessions.

Face-to-Face - Each participant will receive training resources, which contains all programme materials and resources. Training is delivered through onsite contact sessions, either at the client's premises or providers campus, where a facilitator conducts the sessions in a classroom environment.

Minimum Participants Required: (1) Online, (1) Blended & (1) Face-to-face

3. Programme Content

- **(259278 US):** Manage and communicate requirements
- **(259257 US):** Perform Enterprise Analysis
- **(259279 US):** Perform requirements elicitation
- **(259280 US):** Plan and monitor the business analysis process
- **(258838 US):** Investigate implementation options for Information Technology (IT) solutions

4. Topics

Module 1: Enterprise Analysis

- Introduction to business analysis
- Identifying business needs and opportunities
- Determining solution approaches
- Defining solution scope
- Developing business cases

Module 2: Requirements Elicitation

- Preparing for elicitation
- Techniques for eliciting requirements (interviews, workshops, surveys, observation)
- Documenting elicitation results
- Confirming and validating elicited requirements

We trust that the above is in order and look forward to hearing from you for Implementation

Module 3: Requirements Management & Communication

- Managing requirement changes and version control
- Traceability of requirement changes
- Maintaining requirements for reuse
- Preparing a requirements package
- Communicating requirements and changes to stakeholders

Module 4: Planning & Monitoring Business Analysis

- Stakeholder identification and analysis
- Planning business analysis activities
- Planning communication for requirements and project updates
- Planning and managing the requirements management process
- Monitoring, reporting, and evaluating business analysis performance

Module 5: IT Solution Implementation Options

- Factors influencing IT solution implementation
- Implementation methods and industry best practices
- Evaluating and comparing implementation options
- Recommending solutions for specific business or IT contexts

5. Workplace-Based Learning Programme

This WLP is a fusion of academic learning and practical work. The learning is directly applied to the workplace by using client-based mentors and extensive workplace-based portfolio work and assignments. Apart from the obvious benefits of a workplace directed qualification, each WLP qualifies for recognition as a Category B Skills Programme in the Learning Matrix of the Amended BEE codes, which allows for the salaries of participants to be recognized as part of the Skills Development Expenditure.

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