

Business Analysis 621

1. Overview

This programme prepares participants to perform business analysis activities throughout the project lifecycle and organisational change initiatives. Participants explore the Business Analysis Core Concept Model, business analysis planning and monitoring, strategy analysis, requirements lifecycle management, and requirements elicitation techniques. The programme develops practical skills for business analysts, systems analysts, and project stakeholders responsible for identifying business needs and defining solutions.

2. Learning Outcome:

- Explain what business analysis is and its role in organisational change, review the Business Analysis Core Concept Model (BACCM™), explore business analysis knowledge areas and their interrelationships, and apply different perspectives on business analysis within project contexts
- Plan business analysis activities and monitoring processes, develop stakeholder engagement strategies, establish business analysis governance frameworks, plan business analysis information management approaches, identify business analysis performance improvements, and apply metrics and key performance indicators for measuring effectiveness
- Conduct strategy analysis activities, analyse the current state of business systems and processes, assess risks associated with business initiatives, and define change strategies for organisational transformation
- Manage requirements throughout their lifecycle, maintain requirements documentation with appropriate versioning and traceability, and assess requirements changes for impact and feasibility
- Plan and conduct requirements elicitation activities using appropriate techniques, facilitate focus groups for gathering stakeholder input, and achieve effective stakeholder engagement throughout the elicitation process

Qualification:	Certificate of Competence
Duration:	4-Months
Programme Type:	Category B – Workplace-Based Learning Programme
Programme ID:	PA0953
NQF Level:	6
Credits:	15
Contact Days:	Three (3) facilitated online workshops (recordings available)
Prerequisites:	Grade 12 Qualification or NQF Level 4 equivalent
Training Options:	Online Learning: Please contact our Sales team to confirm the next available intake date for this programme.
Minimum Learner Required:	(1) Online

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

3. Topics

- Introduction to Business Analysis
- The Role of the Business Analyst
- Business Analysis Core Concept Model (BACCM™)
- Business Analysis Knowledge Areas
- Business Analysis Perspectives
- Business Analysis Planning and Monitoring
- Stakeholder Identification and Analysis
- Stakeholder Engagement and Communication
- Business Analysis Governance
- Business Analysis Information Management
- Business Analysis Performance Measurement
- Key Performance Indicators (KPIs) for Business Analysis
- Strategy Analysis
- Current State and Future State Analysis
- Risk Assessment in Business Analysis
- Organisational Change and Change Strategy
- Requirements Elicitation Techniques
- Conducting Interviews, Workshops, and Focus Groups
- Requirements Documentation and Specification
- Requirements Lifecycle Management
- Requirements Traceability and Version Control
- Requirements Change Management
- Assessing Solution Options and Feasibility
- Business Process Analysis and Improvement
- Business Analysis Best Practices
- Practical Business Analysis Case Studies

4. 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.

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