COURSE SYLLABUS

# Business Analysis Certificate Program

Acquire practical skills in eliciting, analyzing, and validating requirements to drive business process improvements and support organizational solutions.

Group classes (Washington, DC) and onsite training are available for this course.
For more information, email onsite@graduateschool.edu or visit: https://sdfm.graduateschool.edu/certificates/business-analysis-certificate-program




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## Course Outline

This package includes these courses

- Business Analysis: Overview Course (24 Hours)
- Eliciting and Communicating Business Requirements Course (16 Hours)
- Requirements Analysis, Solution Assessment and Validation Course (16 Hours)
- Business Analysis Planning Workshop Course (16 Hours)

### Business Analysis: Overview Course

Designed for analysts and project staff, this foundational course covers the full business analysis lifecycle including planning, communication, and validation of solutions that meet stakeholder needs. Participants learn key competencies and methodologies to support effective program evaluation and system improvements.

- Identify the value of business analysis in today's challenging environment.
- Identify the key responsibilities of a business analyst.
- Apply the business analysis process to:
  - Business analysis planning and monitoring.
  - Requirements management and communication.
  - Enterprise analysis.
  - Elicitation.
  - Requirements analysis.
  - Solution assessment and validation.
- Learn and understand the importance of a business analyst's underlying competencies.

### Eliciting and Communicating Business Requirements Course

In this two-day intermediate workshop, participants develop critical skills to engage stakeholders, collect business needs, and

build clear requirements packages. You will learn to validate and communicate requirements using best practices in business analysis.

- Elicit and document stakeholder requirements.
- Analyze and organize requirements within the solution scope.
- Prepare a requirements package and present it to stakeholders.

## Requirements Analysis, Solution Assessment and Validation Course

Business analysts, project managers, and financial officers will learn to analyze requirements, assess solution feasibility, define transition needs, and evaluate solution performance. Emphasis is on practical evaluation techniques and verification that business needs are met.

- Identify and analyze requirements.
- Assess proposed solutions and allocate requirements.
- Define transition requirements and validate a solution.
- Evaluate solution performance.

## Business Analysis Planning Workshop Course

Master techniques used by business analysts to design and monitor analysis projects from start to finish. The interactive two-day workshop helps professionals plan analysis scopes, assess stakeholder needs, and shape solution proposals.

- Determine which activities (tasks) are necessary to perform a business analysis.
- Select appropriate business analysis processes and techniques.
- Manage requirements and report on the progress of a business analysis.
- Identify, refine, and clarify business needs to create a solution scope.
- Conduct feasibility studies and develop business cases to ensure the solution scope will achieve the business need.
- Develop the business analyst’s underlying competencies—behaviors, characteristics, and personal qualities– that support the practice of business analysis.