PURPLE GRIFFON
The IT Service Management Training & Consultancy Specialists

Course Title: BCS Certificate In Business Analysis Practice	**Course Duration**: 3.0 Days
Exam: Included	**Exam Type**: Classroom Exam
Qualification: BCS Certificate In Business Analysis Practice	

Course Syllabus

Our BCS Certificate In Business Analysis Practice training course will cover the following topics:

Module 1: The Rationale for Business Analysis

- Recognising the business change life-cycle
- Clarifying the role of the business analyst
- Examining other roles in business change
- Understanding the framework for business analysis

Module 2: Understanding the Strategic Context

Internal and external analysis

- Analysing the Internal analysis
- Surveying the business landscape with external analysis

Linking to the internal and external business environment analysis

- Performing a SWOT analysis
- Using a SWOT analysis
- Identifying the strategic context

Executing strategy

- Balanced Business Scorecard
- Recognising Critical Success Factors and Key Performance Indicators

Critical success factors and key performance indicators

- Identifying Critical Success Factors (CSFs)
- Creating Key Performance Indicators (KPI)
- Setting performance targets
- Deploying the balanced business scorecard as a frame

Module 3: Business Analysis Project Discipline

- Identifying the Terms of Reference and/or Project Initiation Documentation
- Clarifying business and project objectives

Module 4: Understanding the Current Situation

Stakeholder identification

- Stakeholder wheel
- Other potential sources of information

Investigative techniques

- Investigating the current business situation
  - Interviews
  - Observation
  - Workshops
  - Document Analysis
  - Focus Groups
  - Questionnaires/Surveys

The Business Analysis Process Model

- Stages of the business analysis process model
- Considering the perspectives
- Analysing the needs
- Evaluating the options
- Defining the requirements

Investigating the situation

- Interviewing stakeholders
- Effective Requirements Workshops

Representing a holistic view of the business situation

- Taking a holistic view
- Using various documentation techniques
  - Rich pictures
  - Mind maps
  - Fishbone diagrams

Module 5: Stakeholder Analysis and Management

Identifying, categorising and analysing stakeholders

- Defining stakeholder types
- Deploying the Power/Interest Grid

Stakeholder management strategies

- Levels of power and interest
- Building a communication strategy

Understanding stakeholder perspectives

- Analysing stakeholders with CATWOE
- Creating business activity model

Module 6: Modelling Business Processes and Requirements

Creating a process model

- Pinpointing business events
- Developing the business process model

Modelling system functions and data

- Use case diagrams
- Entity Relationship Diagrams and Class Models

Module 7: Defining the Solution

Gap analysis

- Identifying areas of concern
- Analysing the gap with POPIT

Introduction to Business Architecture

- Definition of Business Architecture
- Business Architecture techniques

Module 8: Making a Business and Financial Case

Structuring the business case

Identifying and shortlisting options for business change

Identifying and categorising costs and benefits

- Tangible and intangible costs and benefits
- Investment appraisal techniques

Identifying and categorising risks

- Identifying risks
- Assessing the impact of the risks
- Assessing the probability of the risks
- Risk management approaches

Identifying impacts

- Organisational culture
- Organisational behaviour

The business case life-cycle

Course Overview

Our three-day BCS Certificate In Business Analysis Practice training course introduces the essential skills of business analysis.

The emphasis throughout is on practical learning, using real-life case studies to introduce key skills including strategic analysis, stakeholder management, business activity modelling, gap analysis and making a business case.

The BCS Certificate In Business Analysis Practice is a key step towards the internationally recognised BCS Diploma In Business Analysis.

Course Learning Outcomes

BCS Membership Offer: If you do not hold a BCS certification and successfully pass the examination for this training course - you will be given one year's complementary BCS Membership. This offer is only valid for your first BCS qualification.

Our BCS Certificate In Business Analysis Practice training course is for those who want to develop or further their skills in the understanding and application of the skills required in pre-project work.

Audience

Our BCS Certificate In Business Analysis Practice training course is suitable for Business Analysts, Business Managers and members of their team, Business Change Managers and Project Managers.

Entry-Level Requirements

While there are no mandatory entry-level requirements, the information within our three-day BCS Foundation In Business Analysis training course precedes the knowledge level of this certificate.

Recommended Reading

The following titles are suggested reading for anyone undertaking this award. You should be encouraged to explore other available sources:

Title: Business Analysis (4th Edition)

Author: Debra Paul and James Cadle

Publisher: BCS

Publication Date: July 2020

ISBN: 9781780175102

Please Note: This title is required reading for this certification rather than recommended.

What's Included

For all virtual classroom training courses, a printed copy of the latest edition of the comprehensive course manual will be sent to your home address in good time for the start of your BCS Certificate In Business Analysis Practice training course. In addition, a link will be emailed to you to enable you to access an electronic copy of the same comprehensive manual for convenient future reference.

Exam Information

You will receive all of the training you need to prepare for the BCS Certificate In Business Analysis Practice examination. If you pass the examination, you will be awarded the BCS Certificate In Business Analysis Practice. You will also be one step closer to the BCS Diploma In Business Analysis.

BCS Certificate In Business Analysis Practice Examination

- Type: 40 Multiple Choice Questions
- Duration: 60 Minutes
- Supervised: Yes
- Open Book: No
- Pass Mark: 26/40 (65%)
- Delivery: Digital

Candidate Responsibilities

- You need to complete registrations for both BCS and Questionmark.
- You will receive an email inviting you to register on the e-professional portal. Once you have completed this registration, you will be able to see the booking details that your training provider had given to BCS.
- The exam date and time may not reflect what you will book with Questionmark, but we will update this once the exam has taken place so your certificate will have the correct date.
- You will also receive an email with log in details for Questionmark. This will enable you to complete your registration and book your exam. The link for registering is here.
- If you are unable to see an assessment to schedule once you have registered, please contact BCS via customerservice@bcs.uk.
- If you're unable to select a remote proctored time and date, contact support@questionmark.com.

Create Proctor Session

- To select the exam date and time click on 'Schedule'. If you have multiple exams to schedule it is advised that you only schedule the exam you wish to take otherwise you may encounter an error 500 screen.
- If you do encounter this then please clear your browser cache before proceeding.

What's Next

Our three-day BCS Certificate In Requirements Engineering training course teaches a range of techniques for elicitation, analysis, documentation and managing requirements.

Additional Information

You will have explored the personal qualities, business knowledge and professional techniques required to complete successful business analysis activity.