

Business Analysis for the Project Manager

WCP

Maximize your project's success by enabling business analysis productivity, quality and timely results.

A Business Analysis course for project managers? The *PMBOK® Guide* states “Collect requirements is the process of defining and documenting stakeholders’ needs to meet project requirements”. The Business Analyst’s primary role — to define and document user requirements and thereby help bridge the gap between the client and the technical solution development team, has always been an essential ingredient for achieving project success. Business analysts liaise among project stakeholders to understand the structure, policies and operations of an organization, and recommend solutions that enable the organization to achieve its goals.

On small to medium size projects the role, if not the title, of business analysis often falls on the shoulders of the project manager, or other core team members. In fact, in addition to project managers, subject matter experts, and account managers often find themselves in the position of having to elicit client requirements and then document them in a way in which they will accurately translate into the project deliverables. On projects in which one or more Business Analysts are available, the Project Manager and Business Analyst(s) needs to understand how to effectively navigate their respective roles and activities in order to achieve a positive outcome.

Taught through a series of discussions, examples, and hands-on exercises, this course will not only provide participants with a better “real world” understanding of the core tools for business analysis — through this course, participants will learn how to create a more cohesive and effective project team by ensuring that the roles of the PM and BA are properly understood and delineated within the project environment.

Who Should Attend

- Project Managers
- Business Analysts
- Subject Matter Experts (e.g. consultants, developers, programmers)
- Account Managers
- Participants considering making a transition from PM to BA

Materials

- Participants will receive a course workbook containing copies of presentation slides, exercises, and reference materials.
- Participants will receive a copy of the book: *Effective PM and BA Role Collaboration*
- Certificate of completion – Participants who complete the course also earn 14 PDUs

Prerequisites

Participants should have at least a fundamental understanding of Project Management best practices.

Learning Objectives

Participants of this course will be able to...

- Divide and identify the roles of the PM and the BA in addressing areas such as project; risks, assumptions, constraints, dependencies, communication, stakeholder relationship and expectations management, managing organizational priorities, requirements and scope, strategic alignment, resource management and estimating, processes and documentation
- Develop a practical approach to addressing the intersections between the PM and BA roles and the ability to maximize each role's contribution by articulating the handover points between the roles of the PM and the BA
- Integrate activities, set up the boundaries, and lists activities that must be performed harmoniously between the PM and BA roles, in logical order, to ensure project and organizational benefits are realized and maximized
- Illustrate the flow of work and responsibilities between the PM and the BA through both the project lifecycle and product lifecycles
- Determine and apply the levels of respective involvement the PM and the BA should have in project activities and the timing of their focus and touch-points
- Incorporate a series of early project activities – with focus on initiation and early planning activities – to gain more control over the project outcome and success
- Understand and perform collaboration techniques to improve resource allocation and to streamline the transition between the product requirements and the project scope

Course Outline

- Context, challenges and misconceptions with the PM and BA Roles
- Enterprise analysis, portfolio management and the PMO (Project Management Office)
- Communication, stakeholder expectations management
- Requirements definition
- Assumptions, constraints, dependencies and risks
- Resource Management
- Building a partnership: integration and shared responsibility throughout the project
- Wrap-up

Additional information

- This is a two day course. Participants qualify for 14 PDUs (Professional Development Units).
- This course can be applied towards the University of Waterloo [Advanced Project Management Certificate](#).

For more information contact

World Class Productivity Inc.

1-905-660-7184

info@wcpconsulting.com



The PMI Registered Education Provider logo is a registered mark of the Project Management Institute, Inc.