

# HP Education Services Course Description

## Project Management Skills for Business Analysts (HE552S)



Business Analysts, skilled project managers and technical leads work together to determine and plan the requirements elicitation, analysis, documentation, validation and change control activities for their project. In these partnerships, project managers rely on business analysts to assist in providing accurate objectives and requirements, business process analysis, and cost-benefit analyses aligned with strategic business objectives. In this 3-day course, participants learn to meet project goals through leading-edge business analyst involvement coupled with project management best practices.

### Audience

- This course is intended for business analysts and related professionals such as Project Managers, QA Managers, Technical Leads, Systems Engineers or anyone with a substantive role in the success of projects
- By successfully completing this course, the participant earns 24 educational contact hours or CDUs which may be applied to meet IIBA® requirements for initial or continuing certification
- By successfully completing this course, the participant earns 21 educational contact hours or PDUs which may be applied to meet PMI® requirements for initial or continuing certification

**Course title:** Project Management Skills for Business Analysts

**HP product number:** HE552S

**Category/Subcategory:** Business Analysis / Basic Business Analysis

**Course length:** 3 days - 21 PDUs - 24 CDUs

**Level:** Intermediate level of proficiency

**Delivery language:** Varies by country

**To order:** You can order this course online at <http://www.hp.com/learn>. At the site, select a country, then choose "registration" or "Book a course" and fill out the online registration form

## Prerequisites

- A comprehensive introductory business analysis course such as Principles of Business Analysis (HE551S)

## Course objective

Learn how to:

- Explain the relationship between project management and business analysis
- Apply the steps of the Business Solution Life Cycle (BSLC)
- Use and tailor standard project cycles in the planning and management of projects
- Apply scope management processes to create and manage the requirements
- Apply time management processes to create and manage a valid, defensible schedule for BA activities
- Apply cost management processes to create and manage a budget for BA activities
- Apply communications management processes to manage information
- Apply risk management processes to manage requirement risks

## Benefits to you

- Learn to plan for the creation of the business analysis deliverables and activities
- See how to manage the requirements process and BA activities
- Review a comprehensive presentation of verifying and validating business solutions

## Why education services from HP?

- **One-Stop Shopping**  
Business Analysis training from industry recognized experts who bring you PMO Services, Technical IT Training and ITSM/ITIL Training.
- **Global Training Locations**  
State-of-the-art classroom and distance learning facilities at over 80 training locations from Seattle to Singapore that are consistent world-wide. Or setup and deliver training at your location. Localization for all major languages
- **Modular Offerings / Blended Learning**  
Need work-sensitive preparation for the PMP® exam, or just review a specific topic? End-to-end delivery choices - traditional ILT, webinars, self paced WBT, Books or a solution customized to meet specific needs - all available globally

- **Engaging, Effective Courseware**

World-class reference materials - real case studies, example projects, individual and group exercises, fun and engaging simulations

- **Expertise**

Highest quality, most experienced instructors who have real world hands-on project experience. Feel safe with HP's award-winning world class service

## Next steps

- Advanced Business Analysis topics such as Business Analyst Leadership (HE553S)

## Detailed course outline

### Key Concepts

- Project Types Involving Business Analysts
- Key Role Definitions in Projects
- The Partnership Between the PM and the BA
- Major BA Project Activities
- Key Challenges

### Defining the Project

- The Value of Initiation
- Roles and Responsibilities
- Deliverables and Activities
- Components of a Project Charter
- Measures of Success
- Assessing Risk

### Project Cycles

- How is Project Work Performed?
- Project Life Cycle Components
- Project Management Process Groups
- Development Approaches
- Delivery Approaches

### The Value of Planning for Requirements

- Planning Defined
- The Competing Demands
- Rolling Wave Planning
- Documenting the Plan
- Planning Guidelines
- Requirements Phase Activities

### Developing Defensible Schedules

- Common Scheduling Challenges
- Dealing With Mandated End Dates

- Steps to Create a Defensible Schedule stakeholders that drive successful projects

#### **Cost Estimates for Requirements**

- Roles & Responsibilities
- Challenges in Creating a Cost Estimate
- Estimating and the Project Cycle
- What Cost Estimating Is and Isn't
- Balancing Costs to Requirements
- Prepare a Cost Baseline
- Value Measures

#### **Power of Effective Communication**

- Communication Defined
- Sender-Receiver Model for Effective Communication
- Communication Dimensions
- Why Communicate Requirements Information?
- Inhibitors to Communication
- Steps to Achieve Effective Communication
- Sample Communication Plan

#### **Reducing Requirements Risks**

- Project Risk Defined
- What are our Requirements Risks?
- The Risk Management Steps
- Plan for risk management step
- Identify requirements risk step
- Assess and prioritize the risk step
- Develop response strategies step
- Update the schedule and requirements management plan step

#### **Managing BA Activities**

- What's Involved?
- Managing Steps Overview
- Manage Requirement Changes

- Manage the Schedule
- Manage Costs
- Manage Communications
- Manage Risks
- Verify and Validate the Requirements

#### **Course Summary**

- General review and summary

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