



# Business Analysis Program

Presented by UC Davis Extension

In partnership with the California Department of Technology, UC Davis Extension (UCDE) will bring a 14-day version of its Business Analysis program to state agency employees and stakeholders. Hone your business analysis skills in this program tailored for state personnel. Upon successful completion, participants will earn 90 Continuing Education Units.

## Target Audiences:

- Business Analysts
- Systems Analysts
- Project Managers and their team members

## Series Overview:

This series of courses is designed for project leaders, business analysts, and all professionals who need to improve organizational processes. This coursework bridges the gap faced when formulating business procedures that interface with and complement technical requirements. Our dependence on technology has generated a need for business analysts with greater IT expertise who can provide the necessary links between functional areas such as human resources, finance, marketing, research and development—and IT.

Participants learn to successfully identify business needs and determine effective solutions, discover how to optimize project investments, and develop and communicate strategies that win stakeholder approval. Case studies, lecture and discussion form the basis of this interactive program.

## Course Summaries:

### **Business Analysis Fundamentals (One Day Overview)**

Explore the fundamentals of business analysis using the International Institute of Business Analysis' (IIBA<sup>®</sup>) *Business Analysis Body of Knowledge (BABOK<sup>®</sup>)*. Gain an overview of the roles and functions of the business analyst, business system development methodologies, and the phases of the BA process. This session also features guests from the California Department of Technology to acquaint you with the state's requirements for technology projects.



### **Business Analysis: Planning and Monitoring (One Day Overview)**

Examine the processes and activities to perform business analysis planning and monitoring, as defined in the Business Analysis Body of Knowledge (BABOK®). Learn the methodologies, tools and techniques that represent current business analysis best practices, both for traditional plan-driven methodologies and for contemporary change-driven methodologies.

### **Enterprise Analysis: Defining the Business Need (One Day Overview)**

Understand the organizational framework for your projects, and explore feasibility analysis techniques to create business architecture and strategies in line with business needs. Topics include developing a business case for your proposed solution, defining and documenting business requirements, and assessing organizational capacity to meet goals.

### **Requirements Elicitation (Three Days)**

Learn to choose the appropriate technique for extracting necessary information critical to successful business analysis. Explore an array of techniques used for eliciting project requirements, and the steps involved with each, such as brainstorming, document analysis, focus groups, interviewing, observation, prototyping, workshops, reverse engineering, and the best uses of surveys and questionnaires.

### **Requirements Analysis, Management and Communication (Four Days)**

Learn to analyze and document stakeholder requirements for a solution to an identified business need or opportunity, and transform a collection of raw elicited requirements statements into a complete and correct set of requirements that help you effectively guide the development of your system solution. Examine tools and techniques for modeling system requirements, negotiating controversial issues with stakeholders, documenting requirements, and supporting the review and approval process.

### **Solution Assessment and Validation (Three Days)**

Learn to facilitate the selection of a solution, develop alternate solutions, ensure the usability of the solution, and support the quality assurance process and the implementation of the solution. Gain practical skills in evaluating technology options, assessing and validating solutions, communicating impacts, and conducting a post-implementation review and assessment.

### **Wrap-Up: Putting it All Together (One Day)**

Learn how to bring it all together in this interactive, case-based culminating session.

### **The Instructors:**

**Laura Munro** is a senior project manager with more than 20 years of experience in Information Technology at a Fortune 100 company. Her expertise focuses on technical system and infrastructure implementations. She has been recognized for her global leadership abilities, and currently concentrates on business functions and concepts underlying project management processes.



**Brooke Manly** has more than 15 years of experience in the software development and consulting services arenas--as a business and systems analyst, project manager and quality assurance engineer. Her experience covers areas such as public health, insurance, construction and health care. She is currently an applications analyst for Sutter Health.

**Joye Beachum** is a business consultant with more than 15 years of Information Technology experience. As a lead and individual contributor, she has provided project management and business analysis support for statewide and national data integration and infrastructure projects. Her primary fields of expertise are national health care and the California judiciary.

### **Dates, Times & Location**

- March 10-11, March 24-26, April 14, April 17-18, May 5-6, May 29-30, June 16-17, 2014
- 8:30 a.m. – 4:30 p.m.
- Department of Technology Training & Education Center, Rancho Cordova

### **Materials & Resources**

- All course materials and textbooks are included
- In addition to print-based materials, participants have access materials and communication tools on a web-based Extended Classroom site

### **Continuing Education Credit**

Completion of the program confers 90 hours of Continuing Education Units from UC Davis Extension for purposes of documenting your professional development.

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The cost of the course is \$3,500.00 per participant.

To register for the Business Analysis Program, please contact:

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