

Penn State Abington's Business Analysis Certificate

Content endorsed by the International
Institute for Business Analysis (IIBA)

An intensive course of
study to prepare you for
certification as a business
analysis (BA) professional.

Decrease project risk,
increase value of projects
and solutions, and improve
project quality.

Gain career-enhancing
credentials and the skills,
knowledge, and techniques
to help you and your
company succeed.



Who should attend?

- Quality assurance professionals
- Anyone defining, proposing, reviewing, or selecting solutions to business problems
- IT project managers
- Business analysts seeking certification
- Solution architects

Course of Study

56 hours in four courses,
5.6 Continuing Education Units
(CEUs)

- Introduction to Business Analysis (16 hours)
- Requirements Elicitation and Communication (16 hours)
- Requirements Analysis and Documentation (16 hours)
- Requirements Management and Communication (8 hours)

**Cost for all four courses:
\$1875**

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Business Analysis Certificate Curriculum

Introduction to Business Analysis (16 hours) BUS 8970

This course is designed to introduce participants to business analysis as a discipline. It will discuss the need for and creation of standards and best practices in business analysis. This course can familiarize participants with the common tasks business analysts (BAs) perform during the lifecycle of a project and the common skill sets a business analyst must master to perform these tasks successfully. Emphasis is placed on the tasks a BA performs during the strategy, initiation, planning, execution, and closeout phases of IT projects and how those tasks support the entire project team including the project manager and solution designer. This course also identifies how the BA can participate in the strategy of an organization from planning through project scope definition.

Outline

- Unit One: Business Analysis Core Concepts
- Unit Two: What Makes a BA?
- Unit Three: The BA's Role in the Project Lifecycle
- Unit Four: Enterprise Analysis and the Strategic Role of the BA

Requirements Elicitation and Communication (16 hours): BUS 8975

This course is intended to familiarize learners with the importance of strong planning efforts to the successful completion of a project. Planning activities include stakeholder identification, development of a communication plan, and a plan to manage changes to requirements. Next, the course reviews the importance of eliciting “good” requirements and the techniques and methods for gathering, documenting, and confirming the requirements. Emphasis is placed on the best practices related to each elicitation technique (i.e. brainstorming, interviewing, requirement workshop, etc.) and the strengths and weaknesses of each approach. Finally, techniques to ensure the solution value is maximized are reviewed. After a solution is implemented, indicators of solution results and improvement opportunities are considered.

Outline

- Unit One: Planning Business Analysis
- Unit Two: Elicitation vs. Collection
- Unit Three: Elicitation Techniques
- Unit Four: Maximizing Solution Value

Requirements Analysis and Documentation (16 hours): BUS 8980

This course is designed to provide the participant with the techniques used to ensure that solutions meet the identified business need and add to the success of the project implementation. Participants will review activities used to prioritize and document requirements through diagrams and models. In addition, techniques to define assumptions and constraints prior to validating and verifying requirements are reviewed. Various techniques used to document requirements through models and diagrams will be reviewed. Emphasis is placed on the best practices related to each documentation technique (i.e. use case, process flow, matrix, etc.) and the strengths and weaknesses of each approach.

Outline

- Unit One: Translate the Requirement
- Unit Two: Verify and Validate Requirements
- Unit Three: Models & Diagrams- Part I
- Unit Four: Models & Diagrams- Part II

Requirements Management and Communication (8 hours): BUS 8985

This course is intended to familiarize learners with the importance of requirements management and communication with stakeholders in the success of development projects. This course provides a comprehensive view of the requirements management process, including managing scope, obtaining formal approval, and preparing a requirements package. Managing stakeholders through proper communication efforts is also addressed. This course is designed to facilitate the management of conflicts, issues, and changes to ensure that requirements remain in agreement with the solution scope and stakeholders understand and accept the requirements that have been identified. Communication methods and techniques are discussed for appropriate stakeholder groups.

Outline

- Unit One: Requirements Management Basics
- Unit Two: Requirements Management Best Practices
- Unit Three: Communicating the Requirements

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To learn more, contact:

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