

# Business Analysis Essentials

25 PMI PDUs | 25 IIBA CDUs



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Instructor

**Format:** Live Instructor-Led  
Online through Zoom

**Date:** September 29 - October  
3, 2025

**Time:** 9:30 AM - 2:00 PM ET

**Price:** \$750 per person

## To register:

Email Chris Remmert  
[cremmert@nysforum.org](mailto:cremmert@nysforum.org)  
and indicate the course  
title in the subject line.

## Technology and Attendance

### Requirements:

Computer with a  
browser, Zoom, a  
microphone and  
speaker. For this  
workshop, camera  
should be on if possible  
and you must be  
actively participating.

## Want to learn the essential skills to be a great Business Analyst?

Leveraging the core skills of business analysis allows organizations to achieve their strategic objectives, deliver value to stakeholders, and stay competitive in today's dynamic business environment. Our Business Analysis Essentials course is designed for those new to the Business Analyst role or those seeking formal training.

Aligned to the Business Analysis Body of Knowledge® (BABOK®), you'll gain context for the role complete with a structured approach to provide value to your organisation. This includes understanding business analysis terminology, the business analysis framework and the skills and knowledge needed to elicit requirements, analyze business needs and recommend valuable solutions.

You'll gain the fundamental skills needed to be an effective Business Analyst to drive successful outcomes for your organisation and understand the right solution for the right problem.

## Certification

If you're looking to get the IIBA® Entry Certificate in Business Analysis™ (ECBA™), Certification of Capability in Business Analysis™ (CCBA®), Certified Business Analysis Professional (CBAP®) or the PMI® Professional in Business Analysis (PMI-PBA®), this course is one step to help prepare you for the exam. Further information and resources can be found on the IIBA® or PMI® websites. A Business Analysis Essentials digital badge will be available upon successful completion of the course from Skills Development Group



This course will contribute 21 Professional Development (PD) hours or Continuing Development Units (CDUs) towards certifications from the IIBA®.



This course will contribute 21 PMI® professional development units (PDUs) towards chosen certification (3 Power Skills, 1 Business Acumen and 17 Ways of Working)

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## Learning Outcomes:

During this course you will learn about:

- The responsibilities, skills and knowledge of a Business Analyst and the value it brings to an organization
- Many analysis models and techniques and when to apply each of them
- How to produce effective requirements
- Creating use case diagrams and detailed use case descriptions
- Generating an entity-relationship diagram and a data dictionary
- Building decision trees and decision tables to represent and clarify business rules
- Planning and conducting stakeholder interviews
- The value of modelling
- Effectively providing and receiving feedback.

## Great for:

- Business Analysts
- Systems Analysts
- Requirements Engineers
- Product Owners

## Content:

Topics and exercises covered in the course include:

- Business Analysis Key Concepts
  - Business Analysis Core Concept Model
  - Knowledge Areas
  - Underlying Competencies
  - Key Perspectives
- Strategic Analysis, Planning & Monitoring
  - Problem / Opportunity Statements
  - Product & Initiative Scope
  - Risk Analysis and Management
  - Context Diagrams
  - Business Analysis Planning & Monitoring
- Requirements Terminology
  - Functional & Non-Functional Requirements
  - Constraints & Business Rules
  - Sustainability and Transition Requirements
- Stakeholder Requirements
  - Stakeholder Modelling Techniques
  - Goal Levels & Functional Decomposition
  - Use Case Diagrams
- Elicitation
  - Interview & Workshop Skills
  - Elicitation Techniques
- Solution Requirements
  - Use Cases
  - Logic Tools (Decision Tables & Trees)
- Process Modelling
  - Business Process Model & Notation (BPMN)
  - Value Stream Mapping
- Data Modelling
  - Conceptual & Logical Modelling
  - Entity-Relationship Diagrams
  - Data Dictionary
- Reviews & Feedback

Lecturing is kept to the minimum necessary where most of the learning is achieved by applying the practices and techniques in group exercises. Our LiveOnline delivery is over three days (each four and a half hours in duration). The instructor is 100% live and interaction and learning objectives are the same as our in-person classes with the added benefit of being able to take this course from your home, your office or your home office. Since this class is delivered over half-days it allows for greater flexibility and leaves you with time each day for other work or activities.