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Where trainees meet real Support

Business Analyst Masterclass

Elicit Requirements • Master Agile & Scrum • Drive Business Transformation

8 Weeks Duration • 40 Total Lectures (5 Lectures/Week) • Beginner to Advanced

About the Course

- **BABOK® & Scrum Aligned:** Evaluated to align strictly with IIBA BABOK® and Scrum Alliance® agile principles
- **Practical End-to-End Delivery:** Conduct real business systems analysis across all phases of the SDLC
- **Non-Technical & Career-Focused:** Designed for beginners, career-switchers, and working professionals without coding
- **Requirements Engineering:** Master elicitation, modeling, BRD/FRD authoring, RTM, and change management
- **Enterprise Agile Execution:** User stories, INVEST criteria, backlog grooming, release planning, and UAT sign-off

Who Can Attend?

- Entry-level IT Business Analysts looking to solidify core enterprise methodologies
- Domain Experts (Banking, Finance, Healthcare, Retail) aspiring to transition into IT
- Self-taught Business Analysts wanting to fill methodology gaps and master tools
- Systems Analysts, QA Testers, and Developers expanding into client-facing BA roles
- Graduates and career changers seeking a high-growth, high-paying tech career

**No prior coding or technical background required. Practical coaching adapted to student experience.*

Learning Themes

Theme 1: Business Analysis Foundations & BABOK® Overview (Week 1 – 2)

- **Core Business Analysis Concepts:** Understanding Change, Value, Stakeholders, and the BACCM™ framework
- **Roles & Responsibilities:** Activities performed by a modern BA, mandatory enterprise deliverables, and professional traits
- **Requirements Elicitation Techniques:** Conducting stakeholder interviews, focus groups, workshops, shadowing, and surveys
- **Output Documentation & Confirmation:** Recording outputs, communication protocols, and getting stakeholder sign-off
- **Requirements Modeling Fundamentals:** Modeling concepts, context diagrams, use cases, business rules, and flowcharts
- **Requirements Traceability & Lifecycle:** Traceability matrix (RTM) construction, requirement states, and version control
- **Managing Change Requests:** Change request initiation, impact analysis, cost-benefit trade-offs, and business value evaluation

Theme 2: Agile Methodologies & Scrum Framework for BAs (Week 3 – 4)

- **Agile Principles & Values:** Agile Manifesto, mindset shift from Waterfall to Agile delivery, and hybrid models
- **Scrum Framework Deep Dive:** Scrum roles (PO, SM, Dev Team), Scrum ceremonies, sprint cadence, and Scrum artifacts
- **Role of BA in Scrum Ceremonies:** Representing user needs, clarifying requirements during sprints, and supporting development
- **User Story Creation:** User story format (As a... I want... So that...), INVEST guidelines, and measurable Acceptance Criteria
- **Translating Requirements to Epics & Stories:** Decomposing high-level business goals into thematic epics and user journeys
- **User Story Splitting Techniques:** Splitting by workflow steps, business rule variations, happy path vs edge cases, and spikes
- **Backlog Grooming & Refinement:** Just-In-Time requirements, right-sizing documentation, story elaboration, and team clarification

Theme 3: Release Planning & Story Prioritization in Agile (Week 5)

- **Agile Release Planning:** Defining product vision, roadmap milestones, release goals, and aligning release cadences
- **Story Decomposition Techniques:** Understanding Product Vision → Themes → Epics → User Stories → Acceptance Criteria
- **Prioritization Frameworks:** MoSCoW (Must, Should, Could, Won't), Kano Model, Value vs Effort matrix, and Story Points
- **User Story Mapping:** Creating visual story maps, identifying user persona workflows, and defining MVP boundaries
- **Supporting Dev & QA Activities:** Providing real-time clarifications during development, verifying pre-UAT builds, and defect triage

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Theme 4: Stakeholder, Risk & Process Engineering (Week 6 – 7)

- **Stakeholder Engagement & RACI:** Identifying key stakeholders, power-interest grids, rapport building, and conflict resolution
- **Risk Identification & Management:** Proactive risk assessment, impact scoring, risk registers, and mitigation strategies
- **AS-IS Study & Process Analysis:** Analyzing legacy workflows, conducting stakeholder interviews, and drafting formal AS-IS reports
- **TO-BE Process Design & Engineering:** Designing optimized future-state workflows, swimlane diagrams, BPMN 2.0 maps, and solution options
- **SWOT Analysis for Enterprise Strategy:** Applying SWOT to enterprise solutions, identifying organizational opportunities, and gap analysis
- **Formal Sign-Off Governance:** Structured protocols for user story sign-offs, UAT acceptance criteria sign-offs, and CR approvals

Theme 5: Enterprise Capstone Project, Tools & Interview Defense (Week 8)

- **End-to-End Enterprise Case Study:** Comprehensive hands-on business analysis for a digital banking or e-commerce platform
- **Complete Deliverable Portfolio:** Authoring a full Business Requirements Document (BRD), Functional Spec (FRD), Backlog, and RTM
- **Hands-on Enterprise Tooling:** Building real projects and backlog boards in Jira, Confluence, Draw.io / Lucidchart, and Trello
- **User Acceptance Testing (UAT) Defense:** Authoring UAT test scenarios, managing user testing execution, and defending sign-off reports
- **Resume, Portfolio & Mock Interview War Rooms:** 1-on-1 resume optimization, LinkedIn personal branding, and mock BA interview defense

Technologies & Tools Covered

Project & Backlog Management: Jira, Confluence, Trello, Miro • **Process Modeling & Diagrams:** Draw.io, Lucidchart, MS Visio, BPMN 2.0 • **Wireframing & Prototyping:** Figma, Balsamiq • **Data & Analysis:** Advanced Excel, SQL Fundamentals • **Methodologies:** Agile, Scrum, Waterfall, BABOK® Guide

**Tools will be selected and customized according to the learner's background, project requirements, and program pace.*

What Learners Will Gain

- **BABOK® & Agile Fluency:** Confidently apply international business analysis standards to enterprise projects
- **Elicitation & Interview Mastery:** Conduct professional stakeholder discovery sessions and uncover hidden requirements
- **Industry-Grade Documentation:** Write clear, unambiguous BRDs, FRDs, User Stories, and Requirement Traceability Matrices
- **Jira & Confluence Proficiency:** Manage real-time sprint backlogs, epics, workflows, and team collaboration dashboards
- **Process Flow Competence:** Create professional AS-IS and TO-BE swimlane process diagrams using BPMN 2.0 standards
- **UAT & Stakeholder Leadership:** Lead User Acceptance Testing cycles, manage change requests, and secure formal sign-offs
- **Portfolio of Tangible Artifacts:** Walk away with real BRD/FRD portfolios and Jira boards to showcase in interviews

Why Choose This Course?

- **14+ Years Industry Practitioner Mentorship:** Learn from seasoned lead business analysts with deep corporate delivery experience
- **Real-World Enterprise Case Studies:** Work on actual digital transformation scenarios, not toy academic assignments
- **Job-Ready Transition Strategy:** Specifically structured for non-IT professionals to transition smoothly into tech roles
- **Balanced Theory & Tool Practice:** Equal emphasis on communication, methodology, and practical tooling (Jira & Confluence)
- **Dedicated Career Coaching:** 1-on-1 resume tailoring, LinkedIn optimization, and rigorous mock interview rounds
- **Live Interactive Cohorts:** Ask questions, brainstorm solutions, and receive direct feedback on your deliverables
- **Zero Coding Required:** Maximize your earning potential in tech while focusing entirely on business and analytical value

General Trainer Profile

- **14+ Years Enterprise BA Leadership:** Senior Business Analyst & Consultant leading multi-million-dollar digital transformations
- **Domain Versatility:** Deep project experience across Banking, Financial Services, Retail, Healthcare, and Cloud platforms
- **Agile & Scrum Mentor:** Certified Scrum practitioner with extensive experience coaching cross-functional product squads
- **Mentorship Track Record:** Trained and guided hundreds of professionals into successful full-time Business Analyst careers

Flexible Learning Path

The core learning themes remain consistent across all cohorts, while the starting point, topic depth, practical assignments, and final capstone project are fine-tuned based on each learner's current knowledge, professional background, learning objectives, and selected program duration.