

FUNDAMENTALS OF IT BUSINESS ANALYSIS

“Mastering IT Business Analysis for Successful Project Delivery and Strategic IT Solutions”

Schedule

Date	Venue	Fees (Face-to-Face)
08 - 12 Feb 2026	Doha, Qatar	USD 3995 per delegate

Introduction

In today's technology-driven world, businesses need effective IT solutions that align with organizational goals. IT business analysis plays a critical role in bridging the gap between business needs and IT capabilities. By analyzing requirements, defining solutions, and ensuring effective implementation, IT business analysts help organizations achieve better operational efficiency and performance. This 5-day training course will provide participants with the core skills and knowledge required to become effective IT business analysts. The course covers the fundamentals of business analysis, including requirement gathering, solution design, stakeholder management, and process optimization, with a specific focus on IT projects. Participants will learn how to work with stakeholders, understand business requirements, and communicate these effectively to technical teams to ensure successful project delivery.

Objectives

By the end of this course, participants will be able to:

- Understand the key principles and methodologies used in IT business analysis
- Develop and manage stakeholder requirements and expectations
- Conduct effective requirement gathering and analysis to define IT solutions
- Utilize business process modeling and documentation techniques
- Communicate business needs effectively to IT teams and ensure successful solution delivery
- Use tools and techniques to evaluate and optimize business processes and IT solutions

Why Attend

- Gain a solid foundation in IT business analysis and how it drives project success
- Learn to bridge the gap between business and IT through effective communication and collaboration
- Develop essential skills for requirement gathering, documentation, and stakeholder management
- Understand how to align IT solutions with business goals and objectives
- Improve your ability to manage IT projects and ensure the successful delivery of business solutions

Target Audience

This program is designed for:

- Aspiring IT business analysts and professionals looking to enhance their skills
- Project managers, IT managers, and business managers involved in IT project delivery
- Consultants and business analysts who want to strengthen their knowledge of IT solutions
- Anyone interested in understanding how IT business analysis helps businesses improve operations and performance

Individual Benefits

Key competencies that will be developed include:

- Proficiency in IT business analysis techniques and tools
- Ability to communicate effectively with both business stakeholders and technical teams
- Enhanced skills in requirement gathering, process modeling, and solution design
- Improved stakeholder management and engagement throughout the project lifecycle
- Increased understanding of how to evaluate and optimize business processes in IT systems

Organizational Benefits

Upon completing the training course, participants will demonstrate:

- More effective communication and collaboration between business units and IT departments
- Improved requirements gathering and solution implementation processes
- Stronger alignment between business objectives and IT solutions
- Better project management and higher success rates for IT project delivery
- Increased business efficiency and optimized use of IT resources

Instructional Methodology

The course follows a blended learning approach combining theory with practice:

- **Strategy Briefings** - Key principles and methodologies of IT business analysis
- **Case Studies** - Real-world examples of successful IT business analysis in various industries
- **Workshops** - Practical exercises for gathering requirements, documenting processes, and designing solutions
- **Peer Exchange** - Group discussions on challenges, solutions, and best practices in IT business analysis
- **Tools** - Business analysis templates, process modeling frameworks, and requirement documentation tools

MAWA EVENTS

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Course Outline

Detailed 5-Day Course Outline

Training Hours: 7:30 AM – 3:30 PM Daily Format: 3–4 Learning Modules | Coffee breaks: 09:30 & 11:15 | Lunch Buffet: 01:00 – 02:00

DAY 1 - Introduction to IT Business Analysis

- **Module 1: What is IT Business Analysis?** (07:30 – 09:30)
 - The role of the IT business analyst in the project lifecycle
 - Key skills and competencies of successful business analysts
 - The relationship between business analysis, project management, and IT development
- **Module 2: Business Analysis Frameworks and Methodologies** (09:45 – 11:15)
 - Overview of key business analysis frameworks: BABOK, Agile, Waterfall, and Hybrid models
 - How to choose the right methodology based on project requirements and organizational needs
 - Integrating business analysis with agile and waterfall project management techniques
- **Module 3: Stakeholder Management and Communication** (11:30 – 01:00)
 - Identifying and analyzing stakeholders in IT projects
 - Developing effective communication strategies with business stakeholders and technical teams
 - Managing expectations and resolving conflicts during the analysis process
- **Module 4: Workshop - Stakeholder Mapping and Analysis** (02:00 – 03:30)
 - Participants conduct a stakeholder analysis and mapping exercise
 - Group discussions and feedback on strategies for managing stakeholder relationships

DAY 2 - Requirement Gathering, Documentation, and Analysis

- **Module 5: Requirement Gathering Techniques** (07:30 – 09:30)
 - Techniques for gathering requirements: interviews, surveys, workshops, and observation
 - Working with stakeholders to identify business needs and define project scope
 - Documenting functional and non-functional requirements
- **Module 6: Business Process Modeling and Documentation** (09:45 – 11:15)
 - Introduction to business process modeling: BPMN, flowcharts, and SIPOC diagrams
 - Documenting business processes for IT solution design
 - Using tools to create clear and effective process models
- **Module 7: Analyzing and Validating Requirements** (11:30 – 01:00)
 - Techniques for analyzing and validating requirements
 - Ensuring requirements align with business goals and project objectives
 - Conducting requirement reviews and ensuring stakeholder buy-in
- **Module 8: Workshop - Requirement Gathering and Process Mapping** (02:00 – 03:30)
 - Participants practice gathering requirements and mapping processes for a case study
 - Group feedback and discussion on best practices for documentation and validation

DAY 3 - Solution Design and Evaluation

- **Module 9: Solution Design Techniques** (07:30 – 09:30)
 - Creating IT solutions that meet business requirements
 - Understanding system design, integration, and user experience principles
 - Using requirement specifications to guide the solution design process
- **Module 10: Evaluating and Selecting IT Solutions** (09:45 – 11:15)
 - Criteria for evaluating IT solutions: feasibility, scalability, and sustainability
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Comparing different IT solutions based on business needs and technical constraints

- Engaging stakeholders in the solution selection process
- **Module 11: Prototyping and Mockups** (11:30 – 01:00)
- The role of prototyping and mockups in solution design
- How to use prototypes to validate and refine requirements
- Engaging users in the design process to ensure usability and satisfaction
- **Module 12: Workshop – Designing IT Solutions and Prototypes** (02:00 – 03:30)
- Participants create a solution design and prototype for a sample business case
- Group discussions and feedback on the effectiveness of the design and prototyping techniques

DAY 4 – Managing Change and Ensuring Successful Implementation

- **Module 13: Managing Change in IT Projects** (07:30 – 09:30)
- Understanding the impact of change on IT projects and business processes
- Techniques for managing change during the implementation phase
- Building change management strategies and communication plans
- **Module 14: Implementation Planning and Testing** (09:45 – 11:15)
- Key steps in the IT solution implementation process
- Creating a testing strategy for IT solutions: user acceptance testing, system testing, and regression testing
- Monitoring and evaluating the success of solution deployment
- **Module 15: Transitioning to Operations and Post-Implementation Review** (11:30 – 01:00)
- Transitioning IT solutions into operations: support, maintenance, and training
- Conducting post-implementation reviews to evaluate the success of the solution
- Identifying opportunities for future improvements and iterations
- **Module 16: Workshop – Developing an Implementation and Change Management Plan** (02:00 – 03:30)
- Participants develop an implementation plan and change management strategy for a sample project
- Group presentations and feedback on strategies for managing the transition to operations

DAY 5 – Final Review and Advanced Topics in IT Business Analysis

- **Module 17: Advanced Techniques in IT Business Analysis** (07:30 – 09:30)
- Advanced tools and techniques for business analysis: data analysis, risk management, and automation
- Integrating business analysis with business intelligence and analytics tools
- Understanding the role of business analysis in digital transformation projects
- **Module 18: Final Q&A and Course Review** (09:45 – 11:15)
- Review of key topics and best practices learned during the course
- Open Q&A session for addressing specific challenges and questions from participants
- Discussion on how to apply the concepts in real-world scenarios
- **Module 19: Certification Exam and Group Exercise** (11:30 – 01:00)
- Participants take a final assessment or group project presentation
- Evaluation of practical application of IT business analysis techniques
- **Module 20: Course Wrap-Up and Certification** (02:00 – 03:30)
- Final feedback on the course and distribution of certificates
- Closing remarks and next steps in professional development

Certification

Participants will receive a **Certificate of Completion in Fundamentals of IT Business Analysis**, validating their understanding of IT business analysis techniques and their ability to apply these skills to real-world business problems.

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