

CONDUCTING BUSINESS ANALYSIS & DEVELOPING REQUIREMENTS

"Deliver Strategic Value by Eliciting, Analyzing, and Documenting Business Requirements Effectively"

Schedule

Date	Venue	Fees (Face-to-Face)
11 - 15 Oct 2026	Doha - Qatar	USD 3495 per delegate

► **Available delivery methods:** Face-to-Face & Online Training

Introduction

Business analysis plays a critical role in identifying business needs, solving problems, and delivering data-driven solutions. High-quality requirements are at the heart of successful projects—but poorly defined requirements often lead to delays, scope creep, and project failure.

This comprehensive 5-day course equips professionals with the skills to perform business analysis using global best practices. Participants will learn how to gather, validate, document, and manage requirements that align with organizational goals and stakeholder expectations.

Objectives

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

- Apply business analysis frameworks to define and analyze business needs
- Use elicitation techniques to capture clear and actionable requirements
- Document and validate functional and non-functional requirements
- Develop requirements specifications, user stories, and use cases
- Support solution assessment, scope definition, and change control

Why Attend

- Gain a structured approach to understanding and solving business problems
- Avoid costly errors by capturing accurate, complete, and testable requirements
- Enhance communication between business users and technical teams
- Increase your effectiveness in driving project success and stakeholder satisfaction
- Prepare for future certification in business analysis (e.g., CBAP®, PMI-PBA®)

Target Audience

This program is designed for:

- Business analysts and systems analysts
- Project managers and team leaders
- Product owners and solution architects
- Functional managers and process improvement specialists
- Anyone responsible for gathering, analyzing, or managing project requirements

Individual Benefits

Key competencies that will be developed include:

- Requirements elicitation and stakeholder analysis
- Gap analysis, root cause analysis, and process modeling
- Writing high-quality user stories and acceptance criteria
- Creating use cases, data flow diagrams, and traceability matrices
- Collaborating across business and IT teams for aligned outcomes

Organizational Benefits

Upon completing the training course, participants will demonstrate:

- More accurate and complete project documentation
- Reduced rework and faster time-to-solution through better requirements
- Stronger collaboration between business, IT, and project delivery teams
- Increased project success rates and customer satisfaction
- Enhanced agility in responding to changing business needs

Instructional Methodology

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

- Strategy Briefings - Business analysis process, roles, and methodologies
- Case Studies - Successful and failed projects analyzed from a BA perspective
- Workshops - Requirement elicitation interviews, documentation exercises
- Peer Exchange - Cross-functional requirement challenges and solutions
- Tools - Requirements templates, use case formats, and traceability models

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 Business Analysis

- Module 1: Business Analysis Overview & Key Concepts (07:30 – 09:30) • Business analysis lifecycle and stakeholder roles
- Module 2: Understanding Business Needs (09:45 – 11:15) • Problem vs. opportunity analysis, business case development
- Module 3: Workshop – Stakeholder Mapping (11:30 – 01:00) • Identify key influencers and their interests
- Module 4: Defining Project Scope (02:00 – 03:30) • Scope boundaries, assumptions, and constraints

Day 2: Eliciting Requirements Effectively

- Module 1: Elicitation Techniques (07:30 – 09:30) • Interviews, workshops, surveys, document analysis
- Module 2: Observing and Modeling Business Processes (09:45 – 11:15) • Use of BPMN, flowcharts, and SIPOC diagrams
- Module 3: Workshop – Conducting a Requirement Interview (11:30 – 01:00) • Simulated client interview and documentation
- Module 4: Organizing Requirements (02:00 – 03:30) • Functional, non-functional, transition requirements

Day 3: Analyzing and Documenting Requirements

- Module 1: Validating and Prioritizing Requirements (07:30 – 09:30) • MoSCoW method, traceability, conflict resolution
- Module 2: Writing Clear Requirements (09:45 – 11:15) • SMART criteria, structured templates, requirement attributes
- Module 3: Workshop – Develop a Requirements Specification (11:30 – 01:00) • Create a BRD or SRS from raw input
- Module 4: Use Cases and User Stories (02:00 – 03:30) • Visualizing and narrating requirements

Day 4: Supporting Solution Design & Change

- Module 1: Supporting Solution Assessment (07:30 – 09:30) • Feasibility and alternative analysis
- Module 2: Supporting Development and Testing (09:45 – 11:15) • Collaboration with designers and QA teams
- Module 3: Workshop – Writing Acceptance Criteria (11:30 – 01:00) • Define testable and clear user stories
- Module 4: Managing Requirements Change (02:00 – 03:30) • Impact analysis and approval workflows

Day 5: Tools, Techniques & Best Practices

- Module 1: Requirements Management Tools (07:30 – 09:30) • JIRA, Confluence, Excel trackers, and modeling software
- Module 2: Business Analysis Documentation Review (09:45 – 11:15) • Review and critique of sample deliverables
- Module 3: Workshop – Capstone Project (11:30 – 01:00) • Build a complete set of requirements for a sample case
- Module 4: Wrap-Up – BA Roadmap & Professional Growth (02:00 – 03:30) • Career paths, certifications, and ongoing development

Certification

Participants will receive a Certificate of Completion in Conducting Business Analysis & Developing Requirements, validating their ability to drive business value through structured requirements elicitation, documentation, and analysis aligned with project and organizational goals.

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