MAWA EVENTS

Address: No. 857, Block A2. Leisure Commerce Square - No 9., 46150 Petaling Jaya, Selangor, Malaysia

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FUNDAMENTALS OF BUSINESS ANALYSIS

"Bridge the Gap Between Business Needs and IT Solutions — Master the Core Skills of Business Analysis"

Schedule

Venue (InHouse)	Fees
At Your Organization Premises	Ask For The Quotation

► **Available delivery methods:** In-House Training

Introduction

Business Analysis is essential in identifying business needs, solving problems, and enabling change. This foundational course introduces the core concepts, tools, and techniques of business analysis. It equips professionals with the skills to define requirements, assess solutions, and work effectively with stakeholders across business and technical domains.

Objectives

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

- Understand the role and responsibilities of a business analyst
- Identify and gather business requirements effectively
- Analyze processes and systems using BA tools
- Model requirements and propose solution options
- Support solution implementation and validation

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Why Attend

- Get a structured understanding of business analysis practices
- Improve your problem-solving and decision-making abilities
- Communicate effectively with both technical and business stakeholders
- Lay a solid foundation for pursuing advanced BA roles or certifications

Target Audience

- Aspiring Business Analysts
- Junior and Mid-Level Analysts
- Project Team Members
- Product Owners and Managers
- Professionals transitioning into BA roles

Individual Benefits

- Acquire a recognized business analysis toolkit
- Increase your professional value and adaptability
- Improve communication, analysis, and documentation skills
- Boost your confidence in cross-functional projects

Organizational Benefits

- More efficient business process improvements
- Better alignment of project outcomes with business goals
- Enhanced team collaboration and stakeholder engagement
- Reduced rework and improved project success rates

Instructional Methodology

- Facilitated sessions with real-world examples
- Interactive exercises and case studies
- Hands-on workshops for requirement elicitation
- Group work and role-play
- Tools: SWOT, BPMN, Use Cases, RACI, MoSCoW

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Course Outline

DETAILED 5-DAY COURSE OUTLINE (Customizable) Training Hours: 07:30 AM – 03:30 PM Daily Format: 3–4 Modules | Coffee breaks: 09:30 & 11:15 | Lunch Buffet: 01:00 – 02:00

Day 1: Introduction to Business Analysis

- Module 1 (07:30 – 09:30): Business Analysis Overview and Key Concepts
- Module 2 (09:45 – 11:15): Roles, Competencies, and BA Lifecycle
- Module 3 (11:30 – 01:00): Stakeholder Identification and Engagement

Day 2: Requirements Gathering Techniques

- Module 4 (07:30 – 09:30): Elicitation Methods – Interviews, Workshops, Observation
- Module 5 (09:45 – 11:15): Writing SMART Requirements and Use Cases
- Module 6 (11:30 – 01:00): Managing Requirements Traceability

Day 3: Business Process Analysis

- Module 7 (07:30 – 09:30): Understanding and Mapping Business Processes (BPMN)
- Module 8 (09:45 – 11:15): Gap Analysis and Root Cause Techniques (5 Whys, Fishbone)
- Module 9 (11:30 – 01:00): Process Improvement and Solution Identification

Day 4: Solution Assessment and Validation

- Module 10 (07:30 – 09:30): Defining KPIs and Success Criteria
- Module 11 (09:45 – 11:15): Supporting Solution Implementation
- Module 12 (11:30 – 01:00): Testing, Validation, and User Acceptance

Day 5: Final Project and BA Toolkit Review

- Module 13 (07:30 – 09:30): Business Analysis Documentation (BRD, FRD, RACI)
- Module 14 (09:45 – 11:15): Final Group Case Study and Presentation
- Module 15 (11:30 – 01:00): Recap, Personal Action Plan & Certification Ceremony

Certification

Participants will receive a Certificate of Completion in Fundamentals of Business Analysis, recognizing foundational proficiency in business analysis methodologies.

Why Choose MAWA Events

- **Global Expertise:** More than 17 years of experience in professional training and consulting.
- **Industry-Leading Faculty:** Courses delivered by seasoned professionals with hands-on experience.
- **Practical Insights:** Learn to turn theory into actionable strategies for real-world business impact.
- **Client-Focused Solutions:** Customized programs designed to achieve your organisation’s unique goals.

In-House / Customized Training Interested in running this course for your team? Please contact us:	TEL: **+601116373203**	EMAIL: **info@mawaevents.net**

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