Introduction

Business systems analysis is a critical process that involves the identification, analysis, modeling, and specification of the logical requirements of a business to create efficient solutions. This course equips professionals with the necessary skills to distinguish between business requirements and technical applications, helping them to craft optimal systems aligned with organizational goals. Participants will learn techniques for eliciting requirements from stakeholders, developing business and data models, and creating detailed specifications for system design, construction, and testing.

Through practical learning, attendees will understand how to interrelate business systems analysis techniques using the Architecture Framework to ensure thorough and accurate requirement documentation.

Targeted Groups

This course is ideal for:

- **Analysts and Managers**
- **Professionals looking to elevate their analytical skills**
- **Those pursuing enhanced decision-making capabilities based on rigorous analysis**

Course Objectives

By the end of this course, participants will:

- Understand the role of a business systems analyst.
- Gain insights into the phases of the Systems Development Life Cycle (SDLC).
- Define system scope and engage with stakeholders.
- Construct a compelling business case for system projects.
- Operationalize the Architecture Framework for effective analysis.
- Model business requirements across various dimensions (data, activities, locations, etc.).
- Use diverse information-gathering techniques.
- Specify functional and non-functional business requirements.
- Draft a comprehensive business requirements specification.

For those aiming for **system analyst certification**, this course provides the foundational knowledge required.

Targeted Competencies

Participants will hone competencies in:

- **Analytical thinking**
- **In-depth data analysis**
- **Problem-solving**

- **Assessing data patterns**
- **Effective structuring of data**
- **Balanced decision-making**

Course Content

Unit 1: Introduction to Business Systems Analysis

This unit introduces the role of a business systems analyst and the Systems Development Life Cycle (SDLC), outlining key steps in the business systems analysis process:

- Defining roles in business systems analysis
- Exploring the SDLC
- Engaging with system users and stakeholders
- Outlining system scope and boundaries
- Developing a business case for systems projects

Unit 2: Modeling the Business

This unit focuses on business modeling techniques and The Architecture Framework to structure business requirements and processes.

- Key concepts in business modeling
- The importance of The Architecture Framework in systems analysis
- Modeling data requirements
- Business process modeling as a tool for effective systems analysis

Unit 3: Advanced Business Modeling

Participants continue to refine their modeling skills with advanced concepts, including:

- Drafting use cases
- Geospatial business modeling
- Modeling corporate structures and roles
- Analyzing business events and timelines
- Documenting business rules and rationale

Unit 4: Gathering Information

Effective communication is critical for a business systems analyst. This unit covers elicitation techniques for gathering information:

- Communication strategies for analysts
- Interviewing techniques
- Using questionnaires to capture data
- Observational techniques and document analysis
- Conducting workshops through Joint Application Design (JAD) for collaborative insights

Unit 5: Preparing a Business Requirements Specification

The final unit focuses on crafting actionable and precise business requirements documentation:

- Differentiating between functional and non-functional requirements
- Techniques for writing clear and concise requirements
- Validating requirements for accuracy
- Creating a comprehensive business requirements specification

Conclusion

This **Business Systems Analysis** course serves as an invaluable resource for professionals aspiring to become skilled business systems analysts. Whether pursuing certification or seeking to develop foundational skills, participants will gain a solid understanding of the systems analysis process, from eliciting requirements to creating comprehensive specifications that drive successful system implementation.