

How to Track and Monitor Business Analysis Activities

Instructor-Led, Web-Delivered Duration 2 Session

Overview

Once your business analysis activities have been planned and scheduled, tracking the activities and monitoring progress on the project can consume a lot of the time allocated for business analysis. If not done properly, these activities can cause you to spend more time working in a project manager capacity and neglecting the requirements gathering activities that are the prime responsibility of the business analyst role.

This 7-hour workshop focuses on delivering techniques that will help the business analyst analyze stakeholder interaction on the project, use a RACI (Responsible, Accountable, Contributing, Informing) matrix to avoid problems before they arise, and determine the metrics that will be used for monitoring business analysis activities.

Target Audience

Project Managers	Business Analysts
Project Leaders	Anyone interested in reasonably trustworthy early project estimates.
Project Office	
Senior Business Analysts	

Learning Objectives

Upon completion of this seminar, you will . . .

- Use Onion Diagrams and RACI matrices to facilitate stakeholder interactions
- Plan stakeholder interaction based on individual stakeholder characteristics
- Pave the way for low-effort requirements management throughout the project
- Use quantifiable metrics to monitor business analyst performance

Outline

1 Stakeholder Analysis

Understanding and Preparing Stakeholders

A Stakeholder Is....
Identify Stakeholders
Using an Org chart
Stakeholder List
Discussion: Who Are the Stakeholders?
Stakeholder Analysis
Stakeholder Map: Show Communication Links
Stakeholder Analysis: Needs and Expectations
Stakeholder Analysis: Influence and Attitude
Force Field Analysis
Stakeholder Analysis: Complexity
Informal Stakeholder Analysis

Exercise: Conduct a Stakeholder Analysis
Stakeholder Roles
Example of a RACI Matrix
Exercise: Develop a RACI Matrix

2 Creating a BA Communication Plan

Dealing with Project Communications

Nature of Communication
Example BA Communications Plan
Exercise: Create a BA Communication Plan

3 Developing a Requirements Management Plan

Preparing for Requirements Management

What is in a Requirements Management Plan?
Key Aspects of Requirements Management

Developed and presented by:



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Where Does the Requirements Management Plan Fit?
Requirements Repository
Traceability
Requirements Attributes
Change Management
Exercise: Create a Requirements Management Plan

4 Monitoring Business Analysis Activities

Business Analysis Performance Metrics

Concepts in This Module
Metrics, Measurements and Baselines
Business Analysis Performance Measurement
Discussion: Business Analysis Performance Measurements
To Implement a Measurement Program

Discussion: What Do You Want to Measure and Why?
State Your Goals
Define Measurements to Compare to the Goals
Determine How to Collect and Store the Data
Feedback
Root Cause Analysis using a Fishbone Diagram
Risks Associated with Performance Measurement
Exercise: Root Cause Analysis

5 Wrapup and Closure

Course Closing

Discussion: Course Review
Exercise: Lessons Learned