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Helping businesses and professionals **ACT**  
so they can achieve their full potential.

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## **Business Analysis Fundamentals – 14 hour workshop**

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### **Objectives**

- Develop critical Business Analyst skills.
- Refine and enhance your communication and problem solving skills.
- Define scope; discover, document, and communicate requirements.

### **Target Audience**

Business Analysts, IT professionals, consultants, project managers, process engineers, and team members who are interested in or responsible for process improvements, projects, systems implementations, and/or requirements definition.

**Agenda:** Accelerated, interactive learning with practical application

- Business analysis role and profession
- Critical communication skills
- Problem solving tools and techniques
- The five most important leadership skills
- Responsibilities in the business and IT domains
- Identifying business and IT needs and opportunities
- Six knowledge areas as defined in the Business Analysis Body of Knowledge
- Project initiation and analysis activities
- Scope definition, stakeholder identification and requirements tools
- Project Management, BA Knowledge Areas, and the SDLC
- Requirements gathering, communicating, and documenting techniques
- Adding value as a Business Analyst

### **Testimonials**

“The instructor’s enthusiasm, knowledge, and presentation skills brought all topics “alive” and made the material even more valuable.”

“We do not have a formal business analysis process...but we will now.”

“I enjoyed the requirements identification, and the instructor was very knowledgeable and engaging.”

“The interaction and activity kept our attention.”

- Newmont Mining participants

### **Dates**

**Wednesday & Thursday  
October 26 & 27, 2010**

### **Time**

**8:30 a.m. – 4:30 p.m.**

### **Location**

Ready2ACT  
2727 Bryant Street,  
Suite 230  
Denver, CO 80211  
(720) 373-2601  
info@Ready2ACT.com

### **Price**

**\$895 per person for  
3 or more people**

\$995 per person

Payment must be  
received by  
October 7, 2010

*Price includes  
comprehensive workbook,  
refreshments, and snacks.*

### **Credits**

**14 PDUs (hours)**

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**www.Ready2ACT.com**

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