



Workshop on Business Analysis

1. Program Overview

Three days Business Analysis workshop from Raj InfotechBiz Solutions provides 360 degree view of all activities pertaining to Business Analysis function. Business Analysis is one of the major activities in a typical business organization as part of project/product development. This activity is carried out by Business Analyst in most of the cases. The main job of the Business Analyst is to understand the requirement of the business through various techniques including process mapping in micro level and suggest the best solutions to the business. The workshop also throws more light on all the dimensions of Requirement Engineering through various techniques, tools and methods to be practiced in real time with more case studies. This workshop helps management graduates to get into top tier IT/Consulting companies.

2. What is Business Analysis?

Business Analysis is the set of tasks and techniques used to work as a liaison among stakeholders from customer organization and solution provider organization in order to understand the structure, policies, business processes and operations of an organization and recommend solutions that enable the organization to achieve its Goals. Also, it includes removal of non-value added activities from the process/processes where there are many pain areas for the business organization.

3. Why is it so important for Business?

- Stakeholders to achieve their goals
- Liaison between Management and Developers
- Business Analyst must understands the business processes at micro to nano level
- Suggest ways to reduce the cost
- Suggest to remove the non value added activities in the process of pain areas
- Understands the need of the customer and even suggest the best solutions
- Helps the design and development teams to understand the problem statement with more clarity



4. Benefits of Business Analysis

- ❖ Business Analysis helps to align IT with Business Objectives
- ❖ Non value added processes & projects eliminated
- ❖ Processes re-engineered to be more efficient and consistent
- ❖ Clear understanding on Customer/user requirements through various tools and techniques
- ❖ ROI increased and TCO reduced with maximum value extracted from application related expenditures

5. Course content for Business Analysis Workshop – Duration (3 Days)

- Understanding the Organization and its Structure
- Business priorities
- Business strategy
- Basics of Project Management and its relationship with BA
- What is Business Analysis?
- Why Business Analysis?
- Benefits of Business Analysis?
- **Business Analysis Planning**
 - Factors for Requirements Planning
- Understanding on Requirement Phase
- **Planning for Requirements Definition and Management**
- Business Analysis Communication
- Requirement Gathering – Elicitation
 - Elicitation Techniques
- **Enterprise Analysis**
 - Process Mapping technique
- **Requirement Analysis**
 - Requirements Prioritization
 - Requirements Prioritization- Techniques
- Requirement Mapping to a Project/Product
 - Systems Perspective
 - Product Functions
 - User Characteristics



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- Operating Environment
- Design and Implementation Constraints
- Prototyping
- Assumptions
- Dependencies
- Risk Management
- External Interface Specifications
- Functional Requirements
- System Features *etc*
- Non-Functional Requirements
- **Requirement Management Process**
 - Traceability Matrix
 - Project Configuration Management
 - Change Management
- Use Cases
- Flow chart
- Requirement Documentation
- Data Dictionary
- Data Modeling
- Data Mapping
- **Soft Skills**
 - Communication skill
 - Negotiation Skills
 - Problem solving technique
- Case study

6. Eligibility Requirement

Any participant with degree/Diploma

7. Target Audience

IT Head, Senior Managers, Business Analyst, Program/Project Managers, Tech Lead, QA Lead, Consultants, IT Managers, IT Analyst, EDP/MIS Managers, MBA Students etc.



8. Duration

Duration: 3 Days or 6 sessions

9. Procedure for Certificate of participation

1. Each participant needs to attend 3 days of training

10. Take away

1. Handout of course material
2. Certificate
3. Application knowledge

11. Faculty Profile

R.Wilfred Raju

MCA, M.Sc, PGDCA, Six Sigma Black Belt, ITILV3 (Foundation), Global Business Leadership certification from U21 GU, Singapore.

Wilfred Raju is the founder and Managing Director of Raj InfotechBiz Solutions Pvt. Ltd., a Six sigma practicing company, who aims to help the organization to achieve improvement in the performance of the business processes. Improvement comes though by identifying business problems/pains, reduce the cycle time of a process/service/product and align the IT investments with Business objectives to maximize the ROI, reduce the TCO, delight the customers and increase the net profit of the business.

Wilfred has overall 26 years+(>15 yrs in IT) experience in IT Project/Program delivery management, Product development and Consulting- Business Process Re-engineering, IT Portfolio Rationalization, Process & Productivity Improvement, Resource Identification, Resource Placement and Six sigma consulting with a *capability to start new Business units/Practices*, manage and operate as profitable practices.

As he has played roles like Delivery Head, Principal Consultant, Program Manager, Project Manager and EDP/MIS Manager in IT companies like Satyam Computer Services Ltd.(Mahindra Satyam), NatureSoft and Geosoft and non IT Company like Central Warehousing Corporation, he is having expertise in multiple technologies- Microsoft, JAVA, Open source, Embedded and ERP and hands-on exposure to operations Management with the knowledge of business processes of Human Resource Management, Banking, Insurance, Finance, Warehouse & Transport (Logistics) Management; Import & Export Operation; Container Freight Station Management, Auto manufacturing & Port operational processes; Trading, Retail, Shipping Management and Supply Chain Management.

Wilfred was playing key role as part of recruitment team of Satyam Computer Services Ltd



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wherein he was involved in activities like Identification and selection of right resources and Competency development.

Wilfred has also given business solutions through consulting to many fortune 500 companies, mid and small size enterprises (MSE) like Honda Japan, World Bank, Satyam Computer Services Ltd, Kings Industries etc, As he is more strategic in his thoughts, he has developed, groomed and mentored many next generation leaders and they are part of leading multinational business organizations. He has **conducted many Six sigma, Quality process, 5S, BPR, IT Portfolio Rationalization, Process & Productivity Improvement, Software Estimation and Project Management workshops** for IT as well as non-IT employees

While Wilfred has authored books on Linux and **Software Project Management**, **he is currently writing a book on business solution techniques and tools for all business problems**. He has given series of talks, conducted workshops and seminar on topics like Effective business solutions, How to recover sick industries, Marketing Strategies, PEST & SWOT Analysis, Different roles in IT industry and emerging technologies. He has written motivation articles in leading news papers, magazines, etc. He has also given TV talks on Software Project Management, Linux, future of IT field etc.

Wilfred is a member of Board of Studies, Adhiparasakthi College of Arts & Science, Kalavai, Vellore Dist.
