



## Essential Business Analysis

### One day, 8-Hour Workshop, Facilitated by a PMP®

If you are responsible for identifying needs and opportunities, gathering requirements, managing scope, or managing stakeholders, then learning essential business analysis skills will improve your business.

This course increases your awareness, understanding, and proficiencies by instilling the knowledge, teaching you the necessary tools, having in-class discussions, and actively participating in lecture activities relevant to your business.

#### IMMEDIATE TAKE AWAYS

- Understand Levels and Types of Requirements
- Identify Stakeholders and Their Needs
- Use Successful Elicitation and Communication Skills
- Apply Two New Scoping Tools to clearly define scope
- Write Effective Requirements

#### BENEFITS

- Applicable credits for PMP® and CBAP® certifications
- Less rework, scrap, and testing
- Higher customer satisfaction
- Achievement of project objectives
- Measurable success

#### WHO SHOULD ATTEND

Project Managers, Business Analysts, Systems Analysts, Quality Analysts, and anyone with the role of internal or external consultant (Information Technology, Human Resources, Finance, Marketing, Operations, Sales, etc.) involved in or managing projects, or interested in understanding root causes of problems and implementing solutions will benefit from this particular course.

*Please note that this course satisfies educational requirements toward PMP® and CAPM® certification. These 8 Professional Development Units (PDUs), which equate to hours, are also good for continuing education units for other certifications like P.E.*

#### TESTIMONIALS

- *“Interactive, applicable to job at hand, information can be put in use immediately, plenty of breaks, fast paced!”*
- *“Very good training, I found a number of tools to help me with projects.”*
- *“I will apply the stakeholder/ interview cheat sheet, project scope vs. product scope, how to write specific and detailed requirements.”*

### Course Outline

July 8, 2016: 830 am – 530 pm

#### Course topics

- Define Business Analysis
- Learn to elicit requirements
- Understand levels and types of requirements
- Refine your questioning skills
- Identify your stakeholders
- Interview your stakeholders
- Use Root-Cause analysis
- Apply scoping tools
- Identify characteristics of quality requirements
- Write Effective Requirements
- Manage Requirements
- Communicate and Present Requirements
- Create Your Action Plan

#### Location

UCD Auraria Campus, Denver

#### Price

\$595 per person (workbook, templates, and case study included). **Save \$190:** Bundle with “Essential Project Management” for only \$1000/person when you pay via check by June 1 for both classes.

#### Register Now!

To register, call 720-373-2601 or send an email to [info@Ready2ACT.com](mailto:info@Ready2ACT.com) with your name, phone number, and company name. We accept checks written to Ready2ACT. Credit cards accepted online.