MetaPERFORMANCE

Process and Information Analysis Course

Format:
Instructor led, with approximately 12 hours of practical exercises for the delegates to test each new tool or technique in the classroom environment. This workshop is split over a two-week period due to the depth and intensity of training.

Pre-requites:
At least one year working experience either from a business or systems development perspective.

Audience:
Analysts, Product Developers or any information systems or business professionals actively involved in producing a business requirements definition or process development or process improvement / engineering. No Information Technology (IT) experience is required.

Course Description:

The emphasis of this six-day workshop is on the *gathering* and *specifying of the Business Requirements*. Business Analysis is a *systematic, top-down technique for studying* and *decomposing a Business Area* and representing it as a partitioned, detailed specification of Logical / Business Requirement (i.e. a *Business Requirements Specification*). The delegate is taken through the *four stages possible for analysis i.e. As-Is design, As-Is analysis, new analysis and new design*. Various tools and techniques are introduced based on a *business engineering methodology*. Upon completion the delegate will be in a position to choose the right tool for the right job. This is a technical business workshop.

Course Objectives:

After completing this course the delegate will be able to:

- Start analysing in a structured approach and know what deliverables are required i.e. Process models, process specifications, Entity Relationship Diagrams, relationship and data specifications and the data dictionary.
- Determine which models are the most appropriate to use, flow charts, data flow diagrams (DFD), entity relationship diagrams (ERD), functional decomposition, object orientation, narrative text etc.
- Understand the concepts of a Systems Development Life Cycle (SDLC).
- Understand the phases and deliverables within the SDLC
- Understand the difference between the Business Requirement, Functional Specification and Technical Specification
- Understand various modelling techniques and know where best to apply them including UML, DFD, ERD, Flow Charting and many other.
- Identify a process from stimulus to response (Organisational Events)
- Separate design issues from business issues
- Apply Quality Assurance to each deliverable
- Use a systematic top down approach to process and information modelling
- Normalise data to 3rd normal form
- Develop a logical ERD
- Understand what a repository is and why it's important.
- Identify the characteristics required from a case tool and understand the difference between a modelling tool and a case tool
- Understand what analysis paralysis is and how to ensure it doesn't set in.

- Develop a Business Requirements document that can be used as input to design (the System Specification, Technical Specification, Functional Specification)

Each delegate will receive:

- Training Material Hand-out
- A case study example of the deliverables required from the analysis effort.
- Certificate of Completion