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COURSE BROCHURE

Advanced Business Analysis Foundations Training Course

8 – 19 November 2027
Singapore

Advanced Business Analysis Foundations Training Course

Ref: 400_14209 **Date:** 8 – 19 November 2027 **Location:** Singapore **Fees:** 12000 GBP

Advanced Business Analysis Foundations is a 2-week training course for business analysts, project staff and process owners, in which each participant prepares a Requirements Package and Process Map for a real improvement need in their own organisation. Digital transformation, process automation and tighter budgets mean that vague requirements now waste more money than ever on rework and unused systems. Jupiter Prime Training delivers this course for practitioners who define what organisations should change.

Why Business Analysis Foundations Matter Now

Three groups depend on sound business analysis today. Sponsors approve spending only when a business case links a change to measurable benefit. Delivery teams, whether building software or redesigning a service, need requirements precise enough to build and test against. And end users judge a change by whether it fits how they actually work. Organisations that elicit, model and validate needs carefully avoid costly rework and abandoned solutions; those that skip analysis automate broken processes. The course applies recognised business analysis practice, including stakeholder analysis, SIPOC and swimlane process modelling, use cases and user stories, MoSCoW prioritisation and traceability matrices.

Who Gains Most from Business Analysis Foundations

- Analysts who gather and document needs for change initiatives
- Project staff who translate sponsor goals into deliverable scope
- Process owners who must describe how work flows today and should flow tomorrow
- Product owners who prioritise features for digital services
- Improvement specialists who prepare options and business cases for decision makers

A change or transformation office gains most when its analysts and the process owners they serve attend together and return with one requirements template, one modelling notation and shared acceptance criteria.

Business Analysis Foundations Capabilities

The outcomes follow a business need from a sponsor's first request through elicitation, modelling and prioritisation to a validated solution choice.

- Assess the problem, context and stakeholders behind a change request — sponsors and steering groups
- Apply elicitation techniques such as interviews, observation and facilitated sessions — end users and subject experts
- Design current-state and future-state process models with SIPOC and swimlane diagrams — process owners
- Specify functional and non-functional requirements as user stories with acceptance criteria — delivery and testing teams
- Build a business case with options, costs, benefits and risks — approving committees and finance
- Test proposed solutions against requirements through traceability and evaluation — quality and operations leads

Key Business Analysis Foundations Terms

- Requirements elicitation — the activities used to draw out needs from stakeholders, such as interviews, facilitated sessions, observation and document review.
- SIPOC — Suppliers, Inputs, Process, Outputs and Customers, a one-page view that frames a process before detailed mapping.
- Swimlane diagram — a process map that shows each step in the lane of the role or department responsible for it.
- User story — a short requirement written from a user's view, stating who needs what and why, with acceptance criteria.
- Traceability matrix — a table linking each requirement to its source, design element and test so nothing is lost or added unnoticed.
- Gap analysis — a comparison of current and desired states that identifies the changes needed to close the difference.

Business Analysis Foundations Day by Day

Day 1: The Role and Context of Business Analysis

- Business Analysis Role Map — Analyst, Sponsor, Owner and Delivery
- Change Initiative Types — Process, System and Organisational Change
- Strategic Context Tools — PESTLE and SWOT for Problem Framing
- Problem Statement and Objectives — Defining What Success Looks Like
- Analysis Approach Planning — Scope, Activities and Deliverables

Day 2: Stakeholder Analysis and Engagement

- Stakeholder Identification Techniques — Finding Hidden Interests
- Power-Influence Classification — Engagement Levels for Analysis
- RACI for Requirements — Who Provides, Approves and Is Informed
- Stakeholder Personas — Users, Customers and Operators
- Engagement Plan for Elicitation — Timing and Channels

Day 3: Requirements Elicitation Techniques

- Structured Interview Guides — Open, Probing and Closing Questions
- Observation and Job Shadowing — Seeing Work as Done
- Facilitated Requirements Sessions — Running Group Elicitation
- Document and System Analysis — Mining Existing Artefacts
- Surveys and Questionnaires — Reaching Large User Groups

Day 4: Current-State Process Modelling

- SIPOC Framing — Boundaries Before Detail
- Swimlane Process Mapping — Roles, Steps and Hand-Offs
- Process Pain Point Capture — Delays, Rework and Errors
- Value-Added Analysis — Separating Value From Waste
- Process Metrics Baseline — Cycle Time and Error Rates

Day 5: Future-State Design and Gap Analysis

- Future-State Process Design — Removing Waste and Hand-Offs
- Gap Analysis Matrix — Current Versus Target Capability
- Business Rules Catalogue — Decisions Embedded in Processes
- Data Requirements Mapping — Entities, Fields and Sources
- Change Impact Assessment — People, Process and Technology Effects

Day 6: Documenting and Prioritising Requirements

- Functional and Non-Functional Requirements — Writing Clear Statements
- User Stories and Acceptance Criteria — Given, When, Then
- Use Case Modelling — Actors, Flows and Exceptions
- MoSCoW Requirement Prioritisation — Negotiating Scope With Sponsors
- Requirements Quality Checklist — Clear, Testable and Traceable

Day 7: Validating and Managing Requirements

- Requirements Walkthroughs — Confirming Understanding With Users
- Prototypes and Wireframes — Testing Ideas Before Building
- Traceability Matrix Construction — Source to Test
- Change Control for Requirements — Handling Late Requests
- Requirements Sign-Off — Formal Approval and Baseline

Day 8: Building the Business Case

- Options Analysis — Do Nothing, Minimum and Preferred
- Cost-Benefit Estimation — One-Off and Recurring Effects
- Benefits Realisation Mapping — Linking Outputs to Outcomes
- Risk and Assumption Logs — Exposing Uncertainty to Approvers
- Business Case Structure — Executive Summary to Recommendation

Day 9: Solution Evaluation and Transition

- Solution Assessment Criteria — Fit, Cost and Risk
- Vendor Response Evaluation — Scoring Against Requirements
- User Acceptance Testing Support — Scenarios and Defect Triage
- Transition Requirements — Training, Data Migration and Cutover
- Post-Implementation Review — Measuring Delivered Benefits

Day 10: Practising the Requirements Package and Process Map

- Elicitation Simulation — Applying Interview and Session Techniques
- Process Mapping Clinic — Applying SIPOC and Swimlane Methods
- User Story Writing Lab — Applying Acceptance Criteria and MoSCoW
- Business Case Pitch — Applying Options and Benefits Analysis
- Requirements Package and Process Map — Final Version for the Sponsor

Applying Business Analysis Foundations After the Course

- Run a SIPOC and swimlane mapping session with a process owner on one improvement area and agree the top pain points
- Draft prioritised user stories with acceptance criteria for that area and walk them through with users before submitting a short business case

Business Analysis Foundations Questions FAQ

What are business analysis foundations and why do they matter now?

They are the core practices for understanding a business need, eliciting and modelling requirements, and recommending a solution. They matter now because digital and process change initiatives fail expensively when requirements are vague, untested or disconnected from real ways of working.

Which roles gain most from business analysis foundations?

Business analysts, project staff who shape scope and process owners responsible for how work flows gain most. Product owners and improvement specialists preparing business cases also benefit.

How does an advanced business analysis foundations course differ from a project management course?

Project management plans and controls delivery of an agreed scope. This course defines that scope, covering stakeholder analysis, elicitation, process modelling, requirements writing and business cases before and during delivery.

What do you bring back from a business analysis foundations course?

You bring back a requirements package and current and future process maps for a real improvement need, with prioritised user stories, a traceability matrix and a draft business case for your sponsor.

Business Analysis Foundations: The Way Forward

The Requirements Package and Process Map first informs the sponsor's decision to fund and scope the improvement the participant brought to the course. Process owners, delivery teams and testers use it to build and verify the change. After the first release, the traceability matrix and process metrics baseline are worth revisiting, since measured cycle times show whether the future-state design delivered its intended benefit.