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Need to know

Course name:

BCS Foundation in Business Analysis

Course price:

£995+VAT weekday virtual, £1195+VAT weekday classroom

Course duration:

3 days midweek

Course dates:

[Click here to see upcoming dates for this course](#)

Payment options:

Payment is taken via our website by card or bank transfer. Other payment options can be discussed.

Key skills learned:

- The role and competencies of a business analyst
- Strategy analysis
- Business process modelling
- Stakeholder analysis
- Investigation and modelling techniques
- Requirements engineering
- Agile BA techniques
- Business case development
- Management of business change

The impact this will have on learners

The BCS Foundation in Business Analysis course teaches concepts, tools, and techniques to make business analysis work for your organisation and to deliver business improvement and change.

The confidence boost that formal training can bring will also mean better employee output because they will need less direction and support to achieve success in their role.

The positive impact this will have on your business

- Theoretical knowledge to support practical skills, even in beginner BAs
- Higher productivity
- Increased efficiency
- Less reliance on senior team members
- More company loyalty

Benefits at a glance of training with Metadata Training:

- Flexible training to fit any schedule
- Mid week or weekend courses
- Small class sizes for maximum learning experience
- Exam price included in the course price
- Take the exam when suits the learner best
- 5* support

Success stories

[Click here to read reviews for Metadata Training](#)

Syllabus overview



1. What Is Business Analysis? (5%)



2. Competencies Of A Business Analyst (2.5%)



3. Strategic Context For Business Analysis (7.5%)



4. Business Analysis Service Framework (2.5%)



5. Investigating The Business Situation (12.5%)



6. Analysing & Managing Stakeholders (10%)



7. Improving Business Services And Processes (12.5%)



8. Defining The Solution (7.5%)



9. Making The Business Case (5%)



10. Establishing The Requirements (10%)



11. Documenting And Modelling Requirements (10%)



12. Validating & Managing Requirements (5%)



13. Delivering The Requirements (5%)



14. Delivering The Business Solution (5%)

Full syllabus

1. What is Business Analysis (5%)

Candidates will be able to:

1.1 Describe the business change lifecycle

1.2 List the following principles of business analysis

- Root causes not symptoms

- Business improvement not IT system change

- Options not solutions

- Feasible, contributing requirements, not meeting all requests

- Entire business change lifecycle, not just requirements definition

- Negotiation not avoidance

1.3 Describe the variants of the business analyst role

2. The Competencies of a Business Analyst (2.5%)

Candidates will be able to:

2.1 Explain the concept of the T-shaped Professional

2.2 Identify the three areas of business analysis competency

3. The Strategic Context for Business Analysis (7.5%)

Candidates will be able to:

3.1 Describe business analysis and the strategic context

3.2 Define the factors assessed using PESTLE to analyse an external environment

3.3 Identify the elements of the VMOST technique used to analyse an internal environment

3.4 Describe the following elements of performance measurement

- a. Critical success factors
- b. Key Performance Indicators (KPIs)

3.5 Describe the structure of a SWOT analysis

3.6 Describe the following techniques used in strategy execution

- a. The POPIT model
- b. The purpose of the business model canvas

4. The Business Analysis Service Framework (2.5%)

Candidates will be able to:

4.1 Describe business analysis and the strategic context

- a. Situation investigation and problem analysis
- b. Feasibility assessment and business case development
- c. Business process improvement
- d. Requirements definition
- e. Business acceptance testing
- f. Business change deployment
- g. Stakeholder engagement

5. Investigating the Business Situation (12.5%)

Candidates will be able to:

5.1 Define workshops

- a. Advantages and disadvantages of workshops
- b. List techniques used for discovery workshops
- c. List techniques used for visualisation workshops

5.2 Define observation

- a. Advantages and disadvantages of observation
- b. Formal observation
- c. Shadowing

5.3 Define interviews

- a. Advantages and disadvantages of interviewing.

5.4 Define scenarios

- a. Advantages and disadvantages of scenarios

5.5 Define prototyping

- a. Advantages and disadvantages of prototyping

5.6 Define user role analysis

- a. Advantages and disadvantages of user role analysis
- b. Personas

5.7 Define quantitative approaches

- a. Surveys or questionnaires
- b. Activity sampling
- c. Document analysis

5.8 Describe the following two diagrammatic techniques used to record a business situation

- a. Rich pictures
- b. Mind maps

6. Analysing and Managing Stakeholders (10%)

Candidates will be able to:

6.1 Identify stakeholder categories using the stakeholder wheel

6.2 Describe the Power/Interest grid technique to analyse stakeholders

- a. Resulting stakeholder management strategies

6.3 Describe stakeholder responsibilities using RACI

7. Improving Business Services and Processes (12.5%)

Candidates will be able to:

7.1 Explain the business process hierarchy

7.2 List the following techniques used to model the enterprise level processes

- a. SIPOC
- b. Value chain analysis
- c. Value propositions

7.3 Describe the following aspects of the event response level

- a. Business events
- b. Creating business process models
- c. UML activity models

7.4 Describe the following aspect of the actor-task level

- a. Analysis considerations at actor-task level

7.5 Describe analysis of the following aspects of the as-is process model

- a. Identifying problems
- b. Analysing the handoffs
- c. Analysing the tasks and procedures

7.6 Identify generic approaches to improving business processes

7.7 Define the purpose of customer journey maps

8. Defining the solution (7.5%)

Candidates will be able to:

- 8.1** Describe the gap analysis process
- 8.2** Explain the use of POPIT in gap analysis
- 8.3** Describe the process for developing options
 - a. Types of options
- 8.4** Describe the purpose of design thinking
 - a. Divergent and convergent thinking

8. Making the Business Case (5%)

Candidates will be able to:

- 9.1** Describe the lifecycle for a business case in business case development
- 9.2** Identify the areas of feasibility assessment
- 9.3** Define the structure and contents of a business case
 - a. Categories of costs and benefits
 - b. Impact assessment
 - c. Risk assessment
- 9.4** List the key features relevant to the production of a business case within an Agile context
- 9.5** Identify the elements of a CARDI Log
- 9.6** Explain the purpose of the following investment appraisal techniques
 - a. Payback
 - b. Discounted cash flow and net present value
 - c. Internal rate of return

10. Establishing the Requirements (10%)

Candidates will be able to:

- 10.1** Explain the requirements engineering framework
- 10.2** Identify the following actors in requirements engineering
 - a. The business representatives
 - b. The project team
- 10.3** Identify the types of requirement
- 10.4** Describe the hierarchy of requirements
- 10.5** Describe requirements elicitation techniques
 - a. The term tacit knowledge
- 10.6** Identify the following elements of requirements analysis
 - a. Requirements filters
 - b. INVEST
 - c. Prioritising requirements using MoSCoW
 - d. Business rules

10. Documenting and Modelling Requirements (10%)

Candidates will be able to:

- 11.1** Identify the following documentation styles
 - a. Text-based documentation style
 - b. Diagrammatic
- 11.2** List elements of a requirements catalogue
- 11.3** Describe the format of user stories
- 11.4** Describe the elements of the use case diagram used to model functional requirements
- 11.5** Describe the elements of a class model used to model data

11.6 Describe the product backlog in modelling and documentation in an Agile environment

11.7 Define the structure of the business requirements document

12. Validating and Managing Requirements (5%)

Candidates will be able to:

12.1 Describe the following types of requirements validation

- a. Formal requirements validation
- b. The activities in the Agile requirements validation process

12.2 Describe the following aspects of requirements management

- a. Traceability
- b. Change control

13. Delivering the Requirements (5%)

Candidates will be able to:

13.1 Describe the following types of delivery lifecycle

- a. The waterfall lifecycle
- b. The "V" model
- c. The incremental lifecycle
- d. The stages of the iterative lifecycle (Agile)

13.2 Explain advantages and disadvantages of the lifecycles

14. Delivering the Business Solution (5%)

Candidates will be able to:

14.1 Explain the role of the business analyst in the business change lifecycle

14.2 Describe the role of the business analyst during the design, development and test stages

14.3 Describe the following approaches used in the implementation stage

- a. SARAH model
- b. The purpose of the business readiness assessment

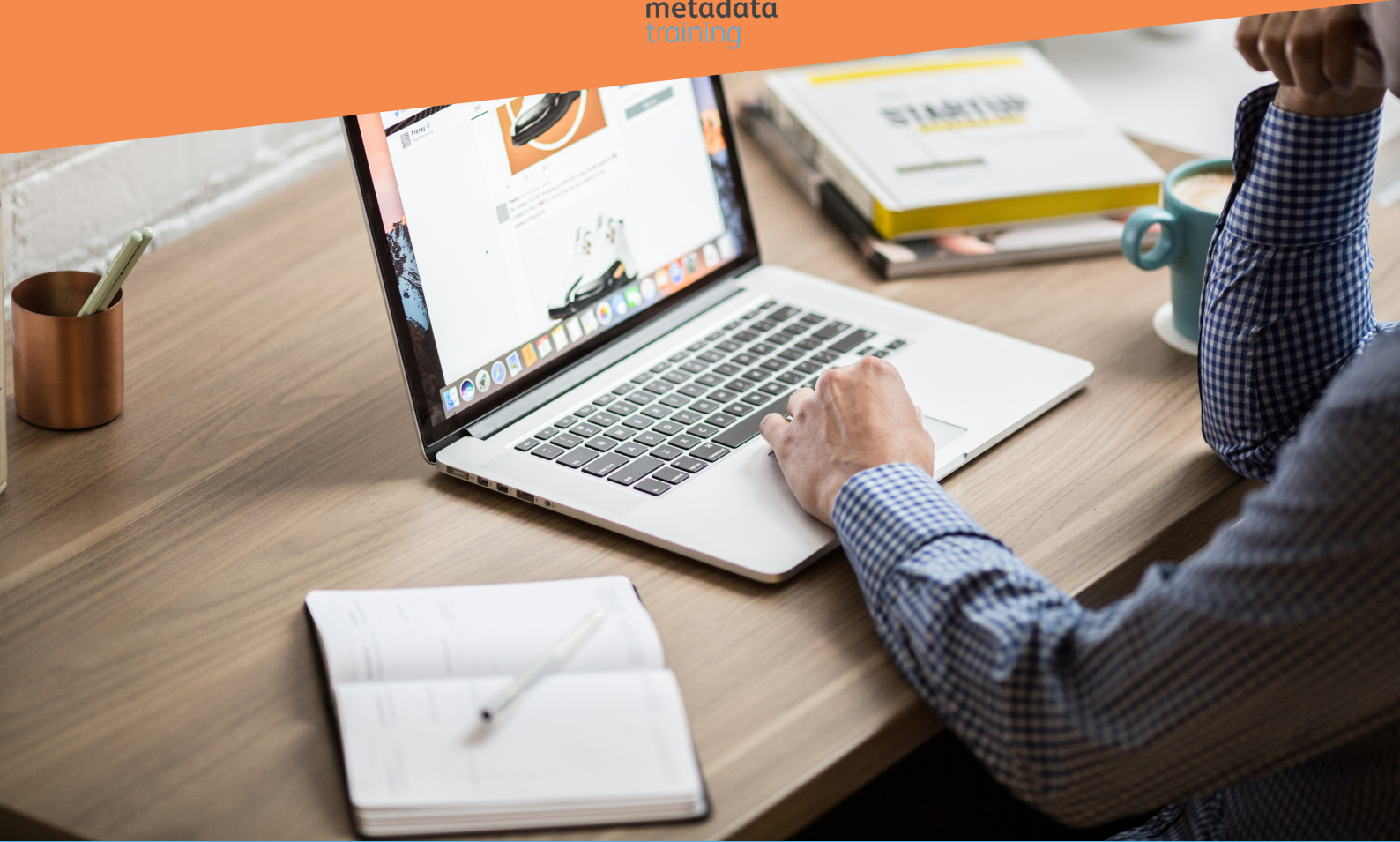
14.4 Describe how the benefits plan is used in the realisation stage

Examination format

This certificate is assessed through completion of an invigilated online exam which candidates will only be able to access at the date and time they are registered to attend.

Type	40 Multiple Choice and Multiple Response questions
Duration	60 minutes
Supervised	Yes
Open Book	No (no materials can be taken into the examination room)
Passmark	26/40 (65%)
Delivery	Digital or paper based.

Adjustments and/or additional time can be requested in line with the BCS reasonable adjustments policy for candidates with a disability, or other special considerations including English as a second language.



Got more questions?



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Book a call with a
course adviser

