



مركز الوقت للتدريب
Time Training Center

BUSINESS ANALYSIS FUNDAMENTALS

COURSE



Introduction

The **Business Analysis Fundamentals** course is designed to equip individuals with the essential skills and knowledge required to perform as an effective business analyst. This comprehensive 3-day program will cover the key principles, techniques, and tools used in business analysis. Participants will learn how to analyze business problems, gather and validate requirements, engage stakeholders, and evaluate solutions. It is ideal for anyone seeking to understand the fundamental concepts and practices of business analysis in today's business environment.

Learning Objectives

- Understand the role of a business analyst
- Apply techniques for requirements gathering and analysis
- Engage and manage stakeholders effectively
- Evaluate potential solutions for business problems
- Support solution implementation and continuous improvement

Course Details

Mode of Training	Classroom or Online
Duration	5 Days

Who Should Attend

- Aspiring business analysts
- Professionals transitioning into business analysis roles
- Project managers and team leads
- Anyone interested in understanding business analysis for achieving success

Certificate(s)

Participants who complete a minimum of 80% of the total training hours will receive a **Certificate of Completion** issued by **Time Training Center**. This certificate reflects their active participation and commitment to professional development in the relevant field.



Course Outline

Module 1: Introduction to Business Analysis

- Understanding the role and responsibilities of a Business Analyst
- Key concepts and principles in business analysis
- The importance of business analysis in organizational success
- Overview of the Business Analysis Core Concept Model (BACCM™)
- Introduction to various business analysis methodologies and frameworks

Module 2: Requirements Elicitation and Analysis

- Techniques for gathering requirements from stakeholders
- Analyzing and documenting requirements
- Validating and verifying requirements
- Managing and prioritizing requirements throughout the project lifecycle
- Utilizing tools and techniques for effective requirements analysis

Module 3: Stakeholder Engagement and Communication

- Identifying and analyzing stakeholders
- Developing stakeholder engagement strategies
- Effective communication techniques for business analysts
- Managing stakeholder expectations and resolving conflicts
- Utilizing RACI and RASCI matrices for stakeholder management

Module 4: Solution Evaluation and Implementation

- Assessing potential solutions to business problems
- Defining solution scope and objectives
- Developing business cases and feasibility studies
- Supporting solution implementation and monitoring performance
- Continuous improvement and lessons learned

Module 5: Final Project and Assessment

- Applying learned concepts to a real-world business scenario
- Collaborative group work and presentations
- Feedback and evaluation of proposed solutions
- Final assessment to reinforce learning outcomes



Methodology

We employ a comprehensive and applied learning strategy, integrating theory with real-world implementation:

- ❖ **Conceptual Learning:** Expert-led sessions on catalytic theory and engineering principles
- ❖ **Interactive Workshops:** Group exercises, presentations, and technical discussion forums
- ❖ **Case-Based Learning:** Industry-specific examples and troubleshooting scenarios
- ❖ **Technology Integration:** Digital tools, simulations, and catalyst modeling applications
- ❖ **Assessment:** Pre-tests, post-tests, and Competence Validation Exams for Certified courses to ensure knowledge transfer and skills validation

Note: Instructors may adjust the training approach to fit technical requirements or participant engagement levels.

Instructors

Our instructors for this course are experienced professionals with deep expertise in business analysis and over 10 years of industry experience. They bring a wealth of knowledge from leading organizations and are adept at translating real-world challenges into classroom insights. Each instructor is carefully selected for their content knowledge, practical expertise, and effective teaching methods. Detailed trainer profiles will be shared upon request.

About Time Training Center

Time Training Center is a leading professional training institute in Abu Dhabi that provides students and professionals with quality education and skill development programs. Time Training Center is accredited by the Abu Dhabi Center for Technical Vocational Education & Training (ACTVET) with a specialization in Computer and Management Training programs and certified by QA QC with ISO 9001:2015.

Operating in Abu Dhabi for over 3 decades, Time Training Center has established brand value as a high-quality Management & Technical Training Center in Abu Dhabi. We have also secured strong loyalty from corporate companies and associations with our holistic and practical teaching approach.

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