






**Diploma in Project Management (888) – Business Analysis**

<b>Prerequisites:</b> Knowledge of computing and management.	<b>Corequisites:</b> A pass or better at Diploma level.
<p><b>Aim:</b> Business analysts are responsible for streamlining, improving or changing business processes and more importantly, they provide the bridge in knowledge between the business needs and implementation. The business analyst’s role is pivotal in testing and defining the requirements of a project as well as creating use case models and communicating the results at each stage of the process. Decision-making is one of the most important aspects of business. So, the course starts off by exploring a variety of analytical approaches that candidates can use for making business decisions. From then own, candidates will cover; the probability of events; the concepts of mean and standard deviation and how they're used in business; the use of probability in decision-making; What if; Forecast sales and expenses; Modelling, which is the application of mathematical constructs to decision making and Financial analysis. On completion of the course, candidates will be able to:</p> <ul style="list-style-type: none"> <li>▪ Integrate into a project team environment with an understanding of their role, key responsibilities and relationship with fellow project members</li> <li>▪ Work with business stakeholders to gather and document different types and levels of requirement</li> <li>▪ Work with business stakeholders to define, scope and initiate a project</li> <li>▪ Understand how project approaches such as Agile affect the Business Analyst role</li> <li>▪ Break-down complex business scenarios or problems into process and data models</li> <li>▪ Validate requirements by producing Use Cases and assess requirements against defined quality criteria</li> <li>▪ Apply end-to-end thinking to complex business and system problems to ensure 'right first time' documentation and solutions</li> <li>▪ Work with stakeholders to develop optimum solutions to defined requirements</li> <li>▪ Confidently present findings to business users and their project team</li> </ul>	
<b>Required Materials:</b> Recommended Learning Resources.	<b>Supplementary Materials:</b> Lecture notes and tutor extra reading recommendations.
<b>Special Requirements:</b> The course requires the use of Excel	
<p><b>Intended Learning Outcomes:</b></p> <ol style="list-style-type: none"> <li>1. Describe the elements of the business case, concepts associated with risk analysis, and the expertise required to develop an effective business case.</li> <li>2. Describe the different business financial statements and analysis tools used to analyse production related and measurements.</li> <li>3. Describe the variety of ways for financing businesses.</li> <li>4. Outline simple processes for problem-solving and decision-making techniques.</li> </ol>	<p><b>Assessment Criteria:</b></p> <ol style="list-style-type: none"> <li>1.1 Identify business analysis techniques</li> <li>1.2 Analyse business analysis phases</li> <li>1.3 Outline Business Analyst skills and responsibilities</li> <li>2.1 Describe six sigma methodology</li> <li>2.2 Outline margin and markup concepts</li> <li>2.3 Explore the learning curve formula</li> <li>2.4 Describe SWOT analysis</li> <li>2.5 Be able to construct a business plan</li> <li>3.1 Analyse business financing techniques</li> <li>3.2 Outline Time Value of Money strategies</li> <li>4.1 Outline the decision making steps</li> <li>4.2 Explore decision making techniques</li> <li>4.3 Describe advantages and disadvantages of brainstorming techniques</li> <li>4.4 Demonstrate designing a SWOT</li> </ol>

5. Demonstrate the methods and techniques used in performing research operations for collecting data for statistical processing and analysis (tests)	<p>analysis template</p> <p>4.5 Demonstrate designing a PEST analysis template</p> <p>5.1 Analyse regression analysis concept</p> <p>5.2 Be able to calculate median</p> <p>5.3 Understand correlation</p> <p>5.4 Define standard deviation and the formula</p>
6. Be able to demonstrate the different descriptive statistics (i) frequency distributions (ii) summary measures - central tendency, variability and relationship (iii) graphical representations of data.	<p>6.1 Describe central limit theorem</p> <p>6.2 Define control charts</p> <p>6.3 Describe the normally distributed statistical process</p> <p>6.4 Define standard normal distribution and its properties</p> <p>6.5 Analyse sampling distribution parameters</p> <p>6.6 Describe confirmatory statistical tests</p> <p>6.7 Explore significance tests</p> <p>6.8 Outline data collection methods</p>
7. Demonstrate how to plot graph variables using the horizontal x-axis (abscissa) and vertical y-axis (ordinate).	<p>7.1 Describe graph types</p> <p>7.2 Be able to plot graphs manually and electronically</p>
8. Define Intellectual Property (IP). Be able to demonstrate Intellectual Property (IP) law?	<p>8.1 Analyse the steps in getting a patent</p> <p>8.2 Describe patent types</p> <p>8.3 Distinguish patent and trademark</p>
9. Demonstrate Business Analysis Strategy and Information Management Techniques.	<p>9.1 Explore leadership skills</p> <p>9.2 Outline team management theories</p> <p>9.3 Describe thinking and learning skills</p> <p>9.4 Analyse business processing and data modelling techniques</p> <p>9.5 Explore creativity techniques</p> <p>9.6 Identify decision making models</p> <p>9.7 Outline time management tools</p> <p>9.8 Explore financial accounting reporting issues</p> <p>9.9 Discuss financial markets and corporate finance practices</p>

### Recommended Learning Resources: Business Analysis

<p><b>Text Books</b></p>	<ul style="list-style-type: none"> <li>• Business Analysis by James Cadle, Malcolm Eva, Keith Hindle, Debra Paul, Craig Rollaston, Dot Tudor, Donald Yeates. ISBN-10: 1906124612</li> <li>• Business Analysis: Microsoft Excel by Conrad Carlberg. ISBN-10: 0789743175</li> <li>• The Business Analyst's Handbook by Howard Podeswa. ISBN-10: 1598635654</li> </ul>
<p><b>Study Manuals</b></p> 	<p>BCE produced study packs</p>
<p><b>CD ROM</b></p> 	<p>Power-point slides</p>
<p><b>Software</b></p> 	<p>Excel</p>