

Basics of Business Analysis

WHAT

I have much pleasure in inviting you to nominate your staff to attend a 2 half day training program on “**Basics of Business Analysis**”. The **Project Service Centre** will be conducting workshops in late October 2009, as detailed below.

WHY

This Business Analysis course is designed to assist attendees in understanding the importance of business analysis and its role in projects within CSU (a brief description detailing the role of a Business Analyst can be found at <http://www.csu.edu.au/division/psc/roles-and-responsibilities/business-analyst.htm>). The aim is to familiarise attendees with the core business analysis principles and develop some core skills that can be applied to projects.

The training will cover and provide practical examples on:

1. The role of the Business Analyst within a project;
 2. Business Analysis and how this fits in the Project Lifecycle
 3. Requirements Gathering
 4. Interviewing;
 5. Defining the solution;
 6. Financial Analysis and the Business Case;
 7. Business Process Modelling and Functional Decomposition;
 8. Testing, Training and Implementation.
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HOW

These sessions will use project examples, be interactive and materials will be provided during the session for participant’s future use.

We have limited places available at no cost to the participant.

WHO

It is recommended that your nominations for participants would:

- Not have attended any previous CSU business analysis training sessions
- Be involved in, or about to become involved in a business analyst role on a project within the next 3-6 months

Can you please advise me by **COB 8th of October of the names of staff who you wish to nominate for a place on each of the following days/campuses and times. Candidates will need to register online. Instructions are available via [Web Kiosk Training Nomination Instructions.doc](#)**

WHEN & WHERE

ALBURY – Boardroom – Gordon Beven Building

Course 1 - Monday 19 Oct 1:00pm to 5:00pm & Tuesday 20 Oct 9:00am to 12:00pm

WAGGA – David Asimus Room

Course 1 - Wednesday 21 Oct 1:00pm to 5:00pm & Thursday 22 Oct 9:00am to 12:00pm

OR

Course 2 - Thursday 22 Oct 1:00pm to 5:00pm & Friday 23 Oct 9:00am to 12:00pm

BATHURST – CPD – Foundation Room 2

Course 1 - Monday 26 Oct 1:00pm to 5:00pm & Tuesday 27 Oct 9:00am to 12:00pm

OR

Course 2 - Tuesday 27 Oct 1:00pm to 5:00pm & Wednesday 28 Oct 9:00am to 12:00pm

There is a limit of 12 staff per workshop to ensure maximum participation.

If we do not fill the places we will then advertise it more widely on What's New

CATERING

Morning and afternoon teas will be provided.