

Become a Business Analyst | Learn the Skills & Get the Job

Course available on : <https://www.thekomalagarwal.com/>

Course Structure

Session 1: Introduction to the Business Analyst Role

- Understanding what a Business Analyst is and the value they bring to modern businesses
- Exploring the roles and responsibilities of a BA throughout the project lifecycle
- Core skills needed to succeed as a BA: analytical thinking, communication, documentation, and stakeholder management
- Common misconceptions about the BA role in organizations
- The impact of automation on the future of BA roles
- Career options and growth paths for Business Analysts across industries
- Industry-recognized certifications and learning pathways for BAs (ECBA, CCBA, CBAP, etc.)
- Comparing Business Analyst vs Data Analyst roles and responsibilities
- Overview of key methodologies: Waterfall, Agile, and Hybrid approaches and how BAs operate within them
- Understanding the contribution of BAs to business value and digital transformation
- Introduction to popular BA tools and platforms used in the industry
- Course roadmap: what you'll learn throughout the program

Session 2: BA Basics & the Application Landscape

- Familiarizing yourself with BA environments, tools, and team dynamics
- Understanding key BA terms used in day-to-day operations: stakeholders, requirements, elicitation, scope creep.
- Overview of the end-to-end project lifecycle: Initiation, Planning, Execution, Closure
- Introduction to Agile concepts: sprints, user stories, sprint planning, and retrospectives
- Comparing Waterfall vs Agile in practical BA scenarios
- Introduction to key project documentation: Project Charter, Business Case, Scope Statement, FRD, SRS, BRD
- Understanding User Acceptance Testing (UAT) and its importance

- Building a glossary of essential BA terms: MVP, Spike, Scope, Change Request, KPI, RCA, User Story, etc.

Session 3: The BA's Role in Project Initiation

- Understanding daily responsibilities of a BA during project initiation
- Exploring the BA's contribution in service-based vs product-based companies
- Guidance on choosing the right company based on project and BA type
- Understanding what happens during project initiation and which roles are involved
- Differentiating project types: Fixed Cost, Revamp, Feature Extension
- Introduction to user types and user personas: creation, examples, and practical application
- Creating core initiation documents: Business Case, Project Charter, Scope Statement
- Mapping BA involvement in each phase of the Software Development Life Cycle (SDLC)
- Understanding how business objectives influence the planning of BA tasks

Session 4: SWOT & Stakeholder Strategy

- Deep dive into user types and user personas and their role in project success
- Finalizing and validating initiation phase deliverables
- Practical walkthrough of real-world initiation workflows and deliverables
- Performing SWOT analysis for risk identification, goal alignment, and decision support
- Understanding stakeholder analysis and how to identify key players
- Categorizing stakeholders using power-interest and influence models
- Creating and interpreting RACI matrices to clarify roles and responsibilities
- Documentation required during stakeholder analysis phase
- Transitioning from initiation to planning phase, including timelines, scope, and resource needs
- Enhancing stakeholder communication, managing conflicts, and engagement techniques

Session 5: Requirement Gathering & Requirement Elicitation

- Understanding the differences between requirement gathering and elicitation
- Exploring various elicitation techniques: interviews, workshops, brainstorming, surveys, document analysis
- Deep dive into each technique with real-life use cases and when to apply them
- Learning how to validate and refine requirements with stakeholders
- Managing requirement conflicts and handling mid-project changes
- Aligning requirements to business goals, technical constraints, and project scope

Session 6: Requirement Types, Estimation & Key Project Artifacts for BAs

- Understanding types of requirements: Business, Functional, and Non-Functional
- Detailing functional requirements: features, behavior, logic, and data rules
- Detailing non-functional requirements: performance, scalability, security, availability, usability, compliance, etc.
- Best practices for documenting both functional and NFRs
- Interview-style questions related to requirement classification

- Learning estimation techniques: T-shirt sizing and other effort estimation models
- Understanding project documentation: Scope of Work, BRD, Product Canvas, RACI, Personas
- Writing clear, concise, and testable requirement documents
- Preparing the groundwork for development and handoff to design/tech teams

Session 7: Design Thinking for BAs || Translating Requirements into Design

- Understanding when the design phase starts in the BA workflow
- Collaborating with design teams to create wireframes, mockups, and prototypes
- Differentiating between wireframes, mockups, and prototypes with examples
- Tools walkthrough: Balsamiq, Miro, Lucidchart, Figma, InVision
- Understanding process flow diagrams and UX perspectives
- Interview questions and discussions on design collaboration

Session 8: Interview Guide Book / Mock Interview

- Strategies to prepare for BA interviews: behavioral and technical questions
- Reviewing frequently asked questions and how to answer them effectively
- How to structure STAR responses for experience-based questions
- Creating a compelling BA portfolio showcasing projects and deliverables
- Personal branding tips for aspiring BAs
- Choosing the right certifications and learning paths for your BA journey

Session 9: Project Management Essentials for Business Analysts

- Understanding Waterfall, Agile, Hybrid, and Kanban methodologies
- Key differences between traditional and Agile models
- Introduction to Agile frameworks and their real-world relevance
- Role of a BA in Agile environments: Scrum, Kanban, Product Owner collaboration
- Overview of Agile tools: Trello and similar task boards

Session 10: Mastering Scrum: From Epics to Sprints and Agile Roles

- Introduction to the Scrum Framework and its components
- Understanding Epics, User Stories, Definition of Done (DoD) and Definition of Ready (DoR)
- Managing Scrum artifacts: Sprint Backlog, Product Backlog, Increment
- Clarifying roles: Scrum Master, Product Owner, Development Team
- Writing effective user stories using the INVEST framework
- Prioritizing and maintaining product backlogs
- Agile collaboration best practices
- Interview questions based on Scrum and Agile application

Session 11: From Setup to Sprints: Practical Jira Skills for Business Analysts

- Navigating Jira as a core BA tool
- Creating projects and configuring boards

- Managing Epics and creating user stories
- Handling product backlog, version management, and sprint planning
- Understanding and using sprint boards and backlog features
- Using filters and custom views to manage tasks efficiently

Session 12: Scrum in Practice: Navigating Ceremonies, Tools & Agile Challenges

- Overview of Scrum ceremonies: Stand-ups, Planning, Reviews, Retrospectives
- Common challenges in Agile ceremonies and how BAs navigate them
- Sprint planning strategies and backlog grooming
- Planning Poker and Story Point estimation techniques
- Mapping real-life project journeys to Scrum ceremonies
- Using Jira during Agile meetings and activities
- Practical hands-on tools: Online Planning Poker, Ideaboardz
- Interview prep and applied scenarios

Session 13: Writing Stories & Reading Scrum Metrics

- Conducting effective backlog refinement meetings
- Writing good vs poor user stories using the INVEST model
- Understanding slicing methods: Horizontal vs Vertical slicing
- Defining and writing acceptance criteria
- Creating and managing user stories in Jira
- Analyzing key Scrum reports: Burndown Chart, Velocity Chart
- Understanding how to interpret progress and performance from Agile metrics
- Real-world examples and interview Q&A

Session 14: Roadmaps, Releases & UAT

- Creating and understanding release plans and product roadmaps
- Differences between roadmap and release plan
- Documentation best practices for roadmap/release artifacts
- Introduction to User Acceptance Testing (UAT)
- Conducting and tracking UAT within Jira
- Practical examples of release planning and feedback cycles
- UAT process guide and collaboration with QA teams

Session 15: Prioritization Techniques That Deliver

- Understanding why prioritization is critical in Agile and business planning
- Applying MoSCoW, RICE, Kano Model, and Value vs Effort frameworks
- How to choose the right prioritization technique for different projects
- Real-world case studies demonstrating prioritization techniques
- Interview questions around prioritization scenarios

Session 16: Root Cause Analysis Techniques in Practice

- Introduction to root cause analysis and why it's essential

- Applying the 5 Whys technique in problem discovery
- Using Pareto Analysis to identify the biggest contributors to problems
- Creating Fishbone (Ishikawa) Diagrams for structured root analysis
- Case studies and interview-style scenarios for practice

Session 17: Recap of Phases, Documents, Real-World Practices & Final Takeaways - Wrapping Up with Confidence

- Recapping the entire BA journey from initiation to delivery
- Navigating through different phases: Initiation, Planning, Design, Development, QA
- Complete overview of documentation created throughout the project lifecycle
 - Project Charter, Product Canvas, RACI, Discovery Calendar, QA Strategy, Feature List, RAID Logs, Roadmaps, etc.
- Understanding how everything ties into a real-world BA workflow
- Final guidance on transitioning into a professional BA role with confidence

Tools You'll master

- Jira
- Confluence
- Miro
- Balsmiq
- Lucidchart
- Figma
- Invision
- Excel
- Gantt Chart
- and many more