

SeeChange IT Team Effectiveness Training Programs

Co-Analysis: Collaborative Business Analysis

SeeChange IT Effectiveness Programs have been developed based on over 20 years combined experience in IT consulting and integration, project management, business process improvement, and people and team leadership. Our consultants and trainers bring lessons learned, from successful, difficult, even failed projects. We provide real-world case studies, exercises, and scenarios to make sure the lessons stick.

Learning Objectives

- Initiate a project proactively, define the stakeholders, roles and responsibilities, and drive the process.
- Ask the right questions of the right people at the right point in the process.
- Prevent “scope creep” by staying in communication with the client and managing expectations.
- Focus on business needs, priorities versus “nice-to-haves”, and opportunities for improvement.
- Define and document requirements iteratively and incrementally, gaining sign-off and closure at each stage.

Target Audience

- Project Managers
- Client Managers
- Team Leaders
- Analysts and Designers
- Developers
- Technical Specialists
- Testers, Trainers, and Documenters

Targeted Course Options

SeeChange provides a range of baseline options for our Co-Analysis course:

- Executive/Awareness Program (1-Day)
- Techniques for Effective Teams Program (2-Day)
- Full Techniques & Process Program (3-Day)

We realize that one size does not fit all. Therefore, we assess your needs and tailor your program to address priorities, timeframe, and budget. We choose the right baseline package for you and augment it with additional modules and exercises, as needed.

Achieving Real Results for Our Clients – Testimonials

"The 4-stage analysis process was very thorough and helpful."

"The Co-Analysis course emphasized more sharing of information than being lectured to."

"The course was very well organized and presenters were experts on the subject matter!"

"Great business-driven approach!"

Standard Course Outline

I. Introduction and Course Overview

- Course Introduction and Stage-Setting – Objectives, Introductions, Course Materials
- Discussion: Typical Project Start-up Challenges

II. Project Lifecycle and Analysis Phase Overview

- Project Lifecycle Phases
- Co-Analysis Phase of Lifecycle
- Standard Definitions of Business Analysis

III. Key Elements and Techniques of Co-Analysis – Instruction and Exercises

- Structure
 - Follow the 4-Stage Approach
 - Conduct General-to-Specific Data Gathering
 - Ensure Traceability and Managing the Change Process
 - Document Findings at Each Stage
- Business Focus
 - Clarify Business System Purpose and Metrics
 - Focus on 'What' vs. 'How'
 - Evaluate and Categorize
 - Focus on the Future
- Collaboration and Communication
 - Team with Client and Users
 - Actively Communicate
 - Conduct Interviews and Observe
 - Hold Group Validation Sessions
 - Employ Brainstorming

IV. 4-Stage Co-Analysis Process – Instruction and Case Study

- Stage 1: Project Start-up
 - Gather Background Information
 - Identify Key People and Roles
 - Define Key Problems and Overall Project Purpose
 - Understand Key Constraints and Risks
 - Set Analysis Project Purpose/Agenda
 - Document Findings in Project Start-up Report and Get Signoff
- Stage 2: Context Definition
 - Agree on Business Purpose and Key Metrics
 - Build Context Diagram – Identify and Match External Entities, Inputs to System, Outputs of System
 - Document Findings in System Purpose and Scope Report
- Stage 3: Process Definition
 - Identify and Validate Key Business Processes
 - Define Process Details – Inputs, Outputs, Dependencies
 - Prepare Process Map and Define Updates
 - Document Findings in Process Requirements Definition Report
- Stage 4: Activity Definition
 - Identify and Validate Key Business Activities
 - Define Activity Details
 - Prepare Activity Map and Define Updates
 - Document Findings in Activity Requirements Definition Report

V. Course Summary and Wrap-up

- Review the Co-Analysis Process, Key Elements and Techniques
- Course Evaluation and Participant Feedback