

TRAINING SERIES OVERVIEW: The purpose of the Introduction to Business Analysis (IBA) training series is to teach the fundamentals of business analysis including the core concepts and several techniques that can be used to collaborate with project team members and stakeholders to define requirements and processes.

This training series has been broken up into five individual courses so a participant can take all the courses available or select the courses most relevant to the work they do.

PREREQUISITE: Participants must have attended one of these courses DAS – CHRO – Overview of Project Management and Business Analysis, DAS – CHRO – Project Management Overview, DAS – CHRO – Introduction to Project Management, DAS – CHRO – Introduction to Business Analysis, or the Oregon Project Management Certification Program.

AUDIENCE: Oregon state government or other governmental employees who are performing the Needs Assessment function, regardless of job title or anyone new to the Business Analyst role.

COURSE DESCRIPTION: The DAS – CHRO – IBA Needs Analysis is the second course in the IBA series. This course will cover how to identify and analyze the current problem and future solution. This introductory course provides basic Business Analyst skills in problem and opportunity identification, current and future state analysis tools and methods to be used in business case development or that may lead into a project initiative. This course will cover:

- Needs Analysis Planning
- SWOT Analysis
- Process Mapping
- Functional Decomposition Diagramming
- Future State Analysis Decision Criteria Matrix

Students will work in teams to develop a functional decomposition diagram, a process map, and create a decision criteria matrix for future state analysis.

Lecture materials, tools, templates, and example project documents are provided as links or downloadable files for students to access.

Content in this class is based on standards and practices defined in the PMI Business Analysis for Practitioners: A Practice Guide®; and the IIBA Guide to the Business Analysis Body of Knowledge (BABOK)®.

LENGTH: One day of in-class time. This course will be delivered in-person or virtually via Zoom.

COST: \$325

REGISTRATION: To register go to <https://tinyurl.com/IBANeedsAssessment> (you will be prompted to log into Workday first). Once you are logged in, you'll go directly to the course overview page.

Waitlist: If you enroll into a full cohort you will be added to the waitlist and will not be able to register into another cohort that has openings.

****IMPORTANT**** Use this schedule to verify the delivery mode (in-person or virtual via Zoom) and the cohort dates before enrolling into the offering in Workday.

ATTENDANCE POLICY: If you miss the first 60 minutes of the training, your enrollment will be cancelled. After that, any absence of 60 or more minutes will result in a make-up session with a future offering to receive training completion.

CANCELLATION POLICY: A learner may cancel a registration with no penalty 30 days before the start of the first class. The learner is expected to pay the registration fee if they cancel less than 30 calendar days prior to the first class or if they do not show up to the class. A substitute can be sent if the learner is unable to attend.

QUESTIONS: If you have any questions about the program, please contact Brandy Meng at chro.training@das.oregon.gov or 503-480-6626.

2023 SCHEDULE

VIRTUAL INSTRUCTOR-LED COURSE

Cohort	Date	Time
Cohort 1	February 9, 2023	8:30am to 4:30pm
Cohort 2	June 8, 2023	8:30am to 4:30pm
Cohort 3	October 5, 2023	8:30am to 4:30pm