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 Requirements Elicitation function, regardless of job title or anyone new to the Business Analyst or Project Management role.
COURSE DESCRIPTION:	The DAS – CHRO – IBA How to Elicit & Document Requirements is the fourth course in the IBA series. The success of a project relies on understanding the business need and defining the correct list of requirements. Requirement elicitation is the process of communicating and collaborating with key interest groups to assemble the insight and identify the project's needs. This introductory course will teach the basic tools and techniques for creating a plan, conducting elicitation activities, confirming results, transforming elicitation results into requirements, and common methods used to communicate them.

Students will be able to:

- Create a plan for requirements elicitation.
- Conduct elicitation activities using common techniques and tools.
- Confirm elicitation results using common techniques and tools.
- Transform elicitation results into requirements using common techniques and tools.
- Verify and Validate requirements using common techniques and tools.
- Understand common requirements prioritization and approval practices.
- Develop information packages to communicate requirements.

Students will apply the teachings on a real project they are involved with in a collaborative workshop format using tools provided in class. Lecture materials, tools, templates, and example project documents are provided as links or downloadable files for students to access.

The content in this class is based on standards and practices defined in the Project Management Institute Guide to the Project Management Body of Knowledge (PMI

PMBOK®); the PMI Business Analysis for Practitioners: A Practice Guide®; and the IIBA Guide to the Business Analysis Body of Knowledge (BABOK)®.

This is an overlapping skillset between the discipline of Business Analysis and Project Management and critical to the success of both roles.

LENGTH:	One day of in-class time. This course will be delivered in-person or virtually via Zoom.
COST:	$450
REGISTRATION:	To register go to https://tinyurl.com/RequirementsElicitation (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 chro.training@das.oregon.gov.

2024 COHORT SCHEDULE

*COHORT 2 WILL OPEN FOR ENROLLMENT AS THE DATE APPROACHES.

VIRTUAL INSTRUCTOR-LED COURSE

Cohort	Date	Time
Cohort 1	April 10, 2024	8:30am to 4:30pm
	April 11, 2024	8:30am to Noon
Cohort 2	September 4, 2024	8:30am to 4:30pm
	September 5, 2024	8:30am to Noon