



持續教育學院
School of Continuing Studies
Professional Training on
Business Analyst

本課程已納入
教育局
持續進修發展計劃

Course Introduction 課程簡介

Business analysis addresses an organization's business needs and is essential in the building of strategic corporate processes and solutions. It involves a set of well-defined knowledge and skills that combine topics from the business arena and a technical discipline (e.g. information technology) necessary for the construction of those processes and solutions. By grasping these knowledge and skills, business analysts can contribute significantly to successful projects and the products they create. This course is designed to elaborate these generally accepted knowledge and skills (i.e. BABOK version 2.0).

Course Outline 課程大綱

1. Introduction
 - a. The challenges of business analysis and the roles of business analysts
 - b. The interface between business analysis, systems analysis, and project management
2. Emergence of Business Analysis as a profession and the certification programs
 - a. BABOK overview (Knowledge areas, tasks, and techniques)
 - b. HKITPC (CPIT) competency areas
 - i. Competency areas
 - ii. The CPIT (BA) credential and examination
3. Business Analysis Planning and Monitoring
 - a. Plan Business Analysis Approach
 - b. Conduct Stakeholder Analysis
 - c. Plan Business Analysis Activities
 - d. Plan Business Analysis Communication
 - e. Plan Requirements Management Process
 - f. Manage Business Analysis Performance
4. Elicitation
 - a. Prepare for Elicitation
 - b. Conduct Elicitation Activity
 - c. Document Elicitation Results
 - d. Confirm Elicitation Results
5. Requirements Management and Communication
 - a. Manage Solution Scope & Requirements
 - b. Manage Requirements Traceability
 - c. Maintain Requirements for Re-use
 - d. Prepare Requirements Package
 - e. Communicate Requirements
6. Enterprise Analysis
 - a. Define Business Need
 - b. Assess Capability Gaps
 - c. Determine Solution Approach
 - d. Define Solution Scope
 - e. Define Business Case
7. Requirements Analysis
 - a. Prioritize Requirements
 - b. Organize Requirements
 - c. Specify and Model Requirements
 - d. Define Assumptions and Constraints
 - e. Verify Requirements
 - f. Validate Requirements
8. Solution Assessment and Validation
 - a. Assess Proposed Solution
 - b. Allocate Requirements
 - c. Assess Organizational Readiness
 - d. Define Transition Requirements
 - e. Validate Solution
 - f. Evaluate Solution Performance
9. Underlying Competencies & Supporting Techniques
 - a. An introduction to the behaviours, characteristics, knowledge and personal qualities that support the practice of business analysis
 - b. An overview of the major techniques used by practitioners of business analysis that are generally applicable to different business domains. Most of them are also referenced in the Knowledge Areas of the BABOK Guide
10. Summary
 - a. Mock test on the participants' understanding about generally acceptable business analysis practices (based on BABOK 2.0)



Target Audience 對象

- Potential candidates for CPIT (BA) examination.
- Fresh personnel taking up the Business Analyst role either as a new entrant or because of role-switching within an organization.
- Experienced BAs and project managers who want a more formal and industry-standard business
- 對 CPIT (BA) 考試有潛力的候選者
- 擔任商業分析員角色的新人或在機構中轉換了商業分析員身份的人士
- 想擁更多正式及商業標準事務的有 BA 經驗人士及項目經理

Instructor 導師簡介 from PEAK/VTC

來自職業訓練局高峰進修學院的導師

Medium of Instruction 授課語言 Chinese with supplementary English terminology 中文為主，英文為輔

Venue 上課地點 Alameda Dr. Carlos D' Assumpção 335-341, Hotline Centre, 10/F, Macau 澳門新口岸宋玉生廣場 335-341 號獲多利中心 10 樓

Course date & time 上課日期

17 Aug, 2013 ~ 31 Aug, 2013	Sat	10:00 – 17:00	Course code: 1304260109	(Total hrs:18)
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Tuition Fee 課程費用 MOP 2,700

Class Size 收生名額 12 people

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Website: <http://www.must.edu.mo/scs-tw/admission/diploma-certificate-programs/news>

The School of Continuing Studies develops life-long learning opportunities. Should you wish to receive information on our programs / courses, please send us an email (to scs@must.edu.mo) stating your email address in your email and “Join the mailing list” in the Subject line.

持續教育學院致力開拓終身學習機會，如欲收到本學院之課程資料，可發電郵至 scs@must.edu.mo，並提供閣下之電郵地址，標題主旨為 “加入通知群組”。

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