



BAE: Business Analysis Essentials

Objective: Business Analysis Essentials is a two-day intensive course for a business analyst or a person who has interests to develop knowledge and skills in the business analysis area. Participants has opportunity to learn in the overall process, tools and necessary techniques of business analysis and able to apply them in the real-world situations to improve the way to transform the requirements to the solutions that meet the stakeholder's needs and expectations.

Who Should Attend: People who involve in projects as:

- Business Analyst, Business System Analyst, System Analyst
- End Users (who have to participate in IT projects or work closely with IT organization)
- Business Consultant
- Project Manager, Program Manager
- Software Development Manager
- Relationship Manager in IT organization

Course Benefit: Participants will learn how to:

- Describe the key functions performed by a Business Analyst
- Apply business analysis practices through the use of the IIBA A Guide to the Business Analysis Body of Knowledge (BABOK Guide)
- Leverage the communication and interpersonal skills for business analysis
- Select appropriate business analysis techniques in requirement elicitation
- Discover the effective way to document the requirements
- Understand the method to prevent unsuitable requirements and handle changes

Duration: 2 days (12 hours), 09:00 – 16:00

Venue: Jasmine City Hotel, Soi Sukhumvit 23, Klongtoey-Nua, Wattana, Bangkok

Method: Lecture and workshops

Language: Thai

Instructors: Arintra Punyayuttakan PMP, PMI-ACP, LeSS, CSQA, CSTE, CSPM, MCTS

Registration: Please download registration form and send to info@knowledgegertraining.com

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Course Outline:

Business Analysis Essentials

- Project Overview
 - Characteristic of Project
 - Output & Outcome
 - Accountability & Responsibility
- Project Management
 - Project Life Cycle
 - Project Management Knowledge Areas
- Business Analysis Key Concepts
- Scope of Business Analysis Work
- Role and Responsibilities of Business Analyst
- Business Analyst Competencies
 - Communication Skills
 - Meeting Management Techniques
 - Building Trust and Relationship with Users
 - *Workshop: Building Trust and Relationship*
 - Choose the Right Words, the Right Media for Users
 - *Workshop: Choose The Right Words*
- Requirement Classification
- Business Analysis Body of Knowledge (BABOK)
- Stakeholder Management
- *Workshop: Stakeholder Management*
- Elicitation and Collaboration
 - Elicitation Techniques
 - Selection of Elicitation Techniques
 - *Workshop: Elicitation Techniques*
- Requirements Analysis and Design
 - Requirements Analysis Techniques
 - *Workshop: Requirements Analysis Techniques*
- Develop Requirement Specification
 - Characteristics of Good Requirement Specification
 - How to Write the Effective Requirements
 - Writing Use Case
 - *Workshop: Writing Use Case*
- Trace Requirements
- Validate Requirements with Checklist
- *Workshop: Validate Requirements with Checklist*

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Course Fee: 14,900 Baht
Early Bird 12,900 Baht - to be paid 2 weeks prior to training

(Baht)	Course Fee	VAT 7%	Total (No Withholding Tax)	Withholding Tax (3%)	Total with Withholding Tax
Normal Rate	14,900	1,043	15,943	447	15,496
Early Bird Rate	12,900	903	13,803	387	13,416

Payment: Transfer thru bank or pay cheque

1. By Cash – Please pay to the account name “บริษัท โนวเลตเจอร์ จำกัด”

Bank	Branch	Account Type	Account No.
	สาขาภิบาล 1 (บางบอน)	ออมทรัพย์	716-2-50476-7
	เซ็นทรัล พระราม 2	ออมทรัพย์	436-1-49772-2

2. By Cheque – Please pay A/C Payee Cheque to “Knowledgeger Co., Ltd.” (“บริษัท โนวเลตเจอร์ จำกัด”)

To complete the registration process, please scan and email the pay-in slip and withholding tax slip (if any) to info@knowledgegertraining.com. Knowledgeger will acknowledge the registration to the registrant and the HR/coordinator emails provided.

หน่วยงานราชการและนิติบุคคล สามารถหักภาษี ณ ที่จ่ายได้ตามหลักเกณฑ์
ที่อยู่ในการออกเอกสารใบหักภาษี ณ ที่จ่าย
บริษัท โนวเลตเจอร์ จำกัด สำนักงานใหญ่ เลขประจำตัวผู้เสียภาษี 0105555106113
728 ซ. บางบอน 4 ซอย 7 แขวงบางบอน เขตบางบอน กทม. 10150

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