



## ***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 IT 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 (13 hours, 13 PDUs), 09:00 – 16:30
- PMI Skills:** Technical Project Management 9 PDUs, Leadership 4 PDUs
- Venue:** Jasmine City Hotel, Soi Sukhumvit 23, Klongtoey-Nua, Wattana, Bangkok
- Method:** Lecture, combined discussion and workshops
- Language:** Thai
- Instructors:** Arintra Punyayuttakan PMP, PMI-ACP, LeSS, CSQA, CSTE, CSPM, MCTS  
Suthiphan Sikasemwong PMP, TOGAF, COBIT, ITIL, MNLP
- Registration:** Please download registration form and send to [info@knowledgegertraining.com](mailto: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
- Project Stakeholders
- Communication Management
- Business analysis key concepts
  - The scope of business analysis work
  - The role and responsibilities of a business analyst
  - Underlying competencies of A business analyst
  - Requirement classification
    - Business requirements
    - Stakeholder requirements
    - Functional and non-functional requirements
  - The requirement process
    - Strategy and planning for business analysis
    - Eliciting requirements
  - Key elicitation techniques
  - Preparing for elicitation
  - Metamodel – how to respond responds to the distortions, generalizations, and deletions in the speaker’s language
  - Balancing open and closed questions for Interviews
  - Conducting the conversational frame
  - Post-activity for requirement elicitation
- Writing the effective requirements – how to avoid the ambiguity and incompleteness requirements
- Validating the requirements – how to assess requirements whether in or out of scope
- Managing the requirements – how to prioritize and resolve conflict requirements

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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.
	สุขาภิบาล 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](mailto: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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