

# ORGANIZATION FUNDAMENTALS FOR BUSINESS ANALYSTS

## ABSTRACT

*Do you feel overwhelmed with the information you get as a business analyst? What is the best way to organize that information so you can access and use it when, and how, you need it? We will address these questions by looking at a few of the simple techniques of classification and prioritization that can help with organizing your information and prioritizing the tasks that you should focus on first. We will then evaluate tools that may already be available to you in your organization, or those that may be available to you at a low cost, in an effort to help you get- and stay! – organized.*

## COURSE MODULES

- Module 1: Focusing on the Right Stuff
- Module 2: Being Prepared
- Module 3: Being Adaptable
- Module 4: Using Tools
- Appendix: Templates, Examples and Resources

### 1. FOCUSING ON THE RIGHT STUFF

- Your Needs vs. Stakeholder Needs
- Trace to Ensure Proper Focus
- Continual Use of Prioritization
- How to Organize

### 2. BEING PREPARED

- Identify and Conduct Needed Learning (Address Gaps)
- Obtain Templates and Checklists
- Create Your Worksheets
- Plan for Reuse
- Create an RMP for Team Communications

### 3. BEING ADAPTABLE

- Adapting to Governance Processes and Tools
- Adapting to Project Uniqueness
- Adapting to Stakeholder Diversity
- Adapting to Changes During Execution
- Conducting Lessons Learned - ACTIVITY: What would you do?

### 4: USING TOOLS

- Tool Maturity
- A Few Tools
- Example Uses

*Note: The course totals 3 hours. Each module is approximately 40 minutes allowing for at least a 20-minute Q&A at the end.*