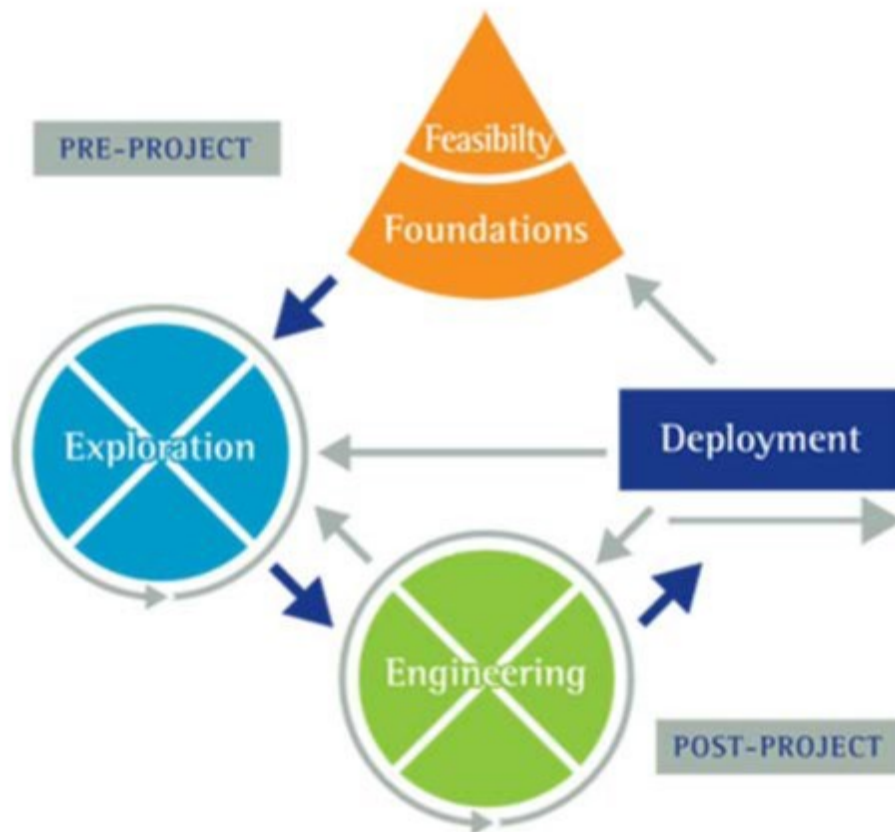# Agile for Business Analysts:
Driving out Requirements, Managing Expectations

25 Feb & 20 May 2014, London

www.unicom.co.uk/agileba

PRE-PROJECT

Feasibilty

Foundations

Exploration

Deployment

Engineering

POST-PROJECT

Organised by UNICOM

Agile for Business Analysts: Driving out Requirements, Managing Expectations

25 Feb & 20 May 2014, London

Background:

Agile software development relies on collaboration, teamwork and active stakeholder participation. Many business and IT professionals slip naturally into effective ways of working in agile teams, others — especially business stakeholders used to a project governance approach based on document sign off, or IT professionals coming from a structured methods background — find the transition less straightforward. In this workshop we offer practical support for business analysts, both those new to the role and those with previous experience, who want to understand the way agile methods will affect their role and accelerate their learning.

Benefits of attending:

This workshop – the second in our series of compact, one-day *Agile Essentials* courses – looks at Agile from a business analyst's perspective. The workshop is delivered in participative style with many short interactive exercises based on real-world situations. Agile evangelists sometimes get bogged down in theory, and tend to over-complicate; in this workshop, the emphasis is very much on 'what works'.

The workshop is relevant to new-to-projects business analysts; to experienced project team members moving into business analysis from a development or test background; and to experienced business analysts coming from a 'structured methods' background, with ISEB, Prince2 or similar training / practical experience.

By the end of this workshop delegates will be able formulate their own answers to the following frequently-asked questions:

- What type of project is an agile approach suited to?
- How do I prepare a Business Case for an agile project, where the requirements are not defined 'up front'?
- What is the role of a business analyst on an agile project? Does it overlap with developer? test analyst? user?
- How is requirements gathering different? Do I still need to produce a functional specification?
- How do we know when we are finished? What about getting 'sign off'?
- How can we estimate accurately when requirement are evolving?
- What are the common issues and risks I will need to deal with?

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Topics Covered:

What is Agile?

- *Evolution of Agile*
- *Agile principles*
- *Popular current Agile methodologies*
- *Waterfall vs. Agile – similarities and differences*

Where does Agile work well?

- *Project type, size, criticality*
- *Corporate culture and ethos*
- *People considerations*

The Agile Project Team

- *Typical Agile team structure*
- *The role of the Business Analyst*
- *User engagement*
- *The role of the Product Owner*
- *Business Analyst as 'proxy' user*
- *Potential overlap with the role of the Test Analyst*

Who Should Attend

☐ **Team roles on an Agile project**
- ♦ **Business Analysts**
- ☐ **Project Managers**
- ☐ **Programme Managers**
- ☐ **Software Development Managers**
- ☐ **Software Managers**

Requirements gathering

- *Engaging with the customer – building customer involvement*
- *Approaches to agile software development*
- *Acceptance Test Driven Development (ATDD)*
- *Using the Scrum Product Backlog and Sprint Backlog*
- *Prioritisation – MoSCoW vs. forced ranking*
- *Documenting requirements*
- *User Stories: Epics and Feature*
- *Reviews and demonstrations*
- *Mini-waterfall vs. 'true' Agile (and everywhere in between)*
- *The use of Kanban boards and other agile tools*

Estimating

- *When, and what, to estimate*
- *Estimating techniques*

Transitioning to Agile

- *Preparing for change*
- *The first agile project*
- *Common issues faced by business analysts — and how to overcome them*

Fees: £550 + VAT

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1st Delegate

Dr/Mr/Ms/Mrs………First Name……………………….

Surname………………………………………………….

Position…………………………………………………..

Head of Department…………………………………….

2nd Delegate

Dr/Mr/Ms/Mrs………First Name……………………….

Surname………………………………………………….

Position…………………………………………………..

Head of Department…………………………………….

Contact Details

Organisation……………………………………………..

Address…………………………………………………..

Post Code………………………………………………..

Tel………………………Mobile………………………..

Fax………………………………………………………..

Email……………………………………………………..

INVOICE TOTAL

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Signature…………………………………………………

Please book me on this event

❑ 25 Feb 2014, London

Registration Fee: 1 Day Workshop:
£550.00 + VAT

Registration Details:

WHAT THE REGISTRATON FEE INCLUDES:
The registration fee for the training course or the event covers the following: attendance, copy of the documentation and materials, examinations where applicable and light refreshments. Accommodation is not included unless otherwise specified.

Joining instructions will be sent to you approximately one week before the event (if for any reason these are not received, please contact UNICOM).

PAYMENT TERMS: Payment is required in advance of the event or at the latest, paid at the event.

All invoices carry a 10% surcharge, which is payable if the fee remains unpaid on the day of the event and 30 days thereafter; should the invoice remain unpaid beyond 30 days and up to 45 days the surcharge increases to 15% and if unpaid after 45 days the surcharge increases to 20%. For credit card payments a 2.5% fee amount is charged or for American Express cards the fee is 3% of the total amount.

CANCELLATION AND SUBSTITUTION TERMS:
What happens if I have to cancel? If you confirm your CANCELLATION in writing up to fifteen (15) working days before the event or training start date and if the invoice has already been paid you will receive a refund less a 10% + VAT service charge; if the invoice has not been paid at that point you the a credit note for the existing invoice will be raised and a new invoice raised for the 10% +VAT service charge – the service charge invoice is due for payment by the original event / training start date. Regrettably, no refunds can be made for cancellations received less than 15 working days prior to the event and the invoice will remain due. SUBSTITUTIONS are welcome at any time – there is no fee for sending a substitute delegate on any event or training. If it is more than 15 working days but less than 5 working days before the course or training start date, you may TRANSFER your registration to a future date within a 6 month period.

If it is less than 15 working days to the event /training start date you can still TRANSFER your booking to a future date future date within 6 months but an additional transfer fee of £125+VAT per person per event day will be charged (e.g. the transfer fee for a 2 day training is £250+VAT), invoices for transfer fees are due for payment within 7 days of the invoice date invoice.

As we cannot guarantee that exactly the same event or training will be available, the transfer will be open to any other UNICOM event taking place within six months from the date of the original event.

TRANSFERS are not accepted less than five (5) working days before the event or training unless there are exceptional circumstances and the acceptance of the transfer is at the discretion of UNICOM.

Where a transfer has been made and a future date selected, the standard cancellation terms and conditions apply to the transferred booking just as if it were a new booking.

UNICOM reserves the right to amend the event / training content programme if necessary and cannot guarantee repeats of the same event or training.

INDEMNITY: Should for any reason outside the control of UNICOM Seminars Ltd, the venue or the presenters change, or the event be cancelled due to but not exclusively to industrial action, adverse weather conditions, an act of terrorism, presenter illness or other reasons beyond its control UNICOM Seminars Ltd will make reasonable endeavour to reschedule, but the client hereby indemnifies and holds UNICOM Seminars Ltd harmless from and against any and all costs, damages and expenses, including attorneys fees, which are incurred by the client as a consequence beyond the attendance fee due to UNICOM. The construction validity and performance of this Agreement shall be governed by all aspects by the laws of England to the exclusive jurisdiction of whose court the Parties hereby agree to submit.

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