



## Level 5 Diploma in Project Management (888) 145 Credits



<b>Unit:</b> Business Analysis	<b>Guided Learning Hours:</b> 220
<b>Exam Paper No.:</b> 3	<b>Number of Credits:</b> 22
<b>Prerequisites:</b> Computing knowledge and management experience.	<b>Corequisites:</b> A pass or better at Level 5 Diploma level.
<p><b>Aim:</b> Business analysts are responsible for streamlining, improving or changing business processes and more importantly, they provide the bridge in knowledge between the business needs and implementation. The business analyst's role is pivotal in testing and defining the requirements of a project as well as creating use case models and communicating the results at each stage of the process. Decision-making is one of the most important aspects of business; hence the unit starts off by exploring a variety of analytical approaches that learners can use for making business decisions. From then on, learners will cover; the probability of events; the concepts of mean and standard deviation and how they're used in business; the use of probability in decision-making; <i>What if</i>; forecast sales and expenses; modelling, which is the application of mathematical constructs to decision making and financial analysis. On completion of the unit, learners will be able to:</p> <ul style="list-style-type: none"> <li>▪ Integrate into a project team environment with an understanding of their role, key responsibilities and relationship with fellow project members</li> <li>▪ Work with business stakeholders to gather and document different types and levels of requirement</li> <li>▪ Work with business stakeholders to define, scope and initiate a project</li> <li>▪ Understand how project approaches such as Agile affect the Business Analyst role</li> <li>▪ Break-down complex business scenarios or problems into process and data models</li> <li>▪ Validate requirements by producing Use Cases and assess requirements against defined quality criteria</li> <li>▪ Apply end-to-end thinking to complex business and system problems to ensure 'right first time' documentation and solutions</li> <li>▪ Work with stakeholders to develop optimum solutions to defined requirements</li> <li>▪ Confidently present findings to business users and their project team</li> </ul>	
<b>Required Materials:</b> Recommended Learning Resources.	<b>Supplementary Materials:</b> Lecture notes and tutor extra reading recommendations.
<b>Special Requirements:</b> The unit requires the use of Excel	
<p><b>Intended Learning Outcomes:</b></p> <ol style="list-style-type: none"> <li>1. The elements of the business case, concepts associated with risk analysis, and the expertise required to develop an effective business case.</li> <li>2. The different business financial statements and analysis tools used to analyse production related and measurements.</li> <li>3. The variety of ways for financing businesses; business financing challenges and techniques; methods of financing business.</li> </ol>	<p><b>Assessment Criteria:</b></p> <ol style="list-style-type: none"> <li>1.1 Identify business analysis techniques</li> <li>1.2 Analyse and outline business analysis phases</li> <li>1.3 Outline Business Analyst skills and responsibilities</li> <li>2.1 Describe six sigma methodology</li> <li>2.2 Describe margin and markup concepts</li> <li>2.3 Evaluate the learning curve formula</li> <li>2.4 Describe SWOT analysis</li> <li>2.5 Construct a business plan</li> <li>3.1 Outline business financing techniques</li> <li>3.2 Explain Time Value of Money strategies</li> <li>3.3 Describe ways to finance business operations</li> <li>3.4 Explain the different methods of financing businesses</li> <li>3.5 Describe the different types of finance</li> <li>4.1 Explain the decision making steps</li> </ol>

<p>4. Effective processes for problem-solving and decision-making techniques, skills and extensive overview of various approaches for businesses.</p>	<p>4.2 Explain decision making techniques 4.3 Describe advantages and disadvantages of brainstorming techniques 4.4 Demonstrate designing a SWOT analysis template 4.5 Demonstrate designing a PEST analysis template</p>
<p>5. The methods and techniques used in performing research operations for collecting data for statistical processing and analysis (tests).</p>	<p>5.1 Analyse regression analysis concept 5.2 Demonstrate how to calculate median 5.3 Explain correlation analysis techniques 5.4 Define standard deviation and the formula</p>
<p>6. The different descriptive statistics (i) frequency distributions (ii) summary measures - central tendency, variability and relationship (iii) graphical representations of data.</p>	<p>6.1 Describe central limit theorem 6.2 Define control charts 6.3 Describe the normally distributed statistical process 6.4 Define standard normal distribution and its properties 6.5 Analyse sampling distribution parameters 6.6 Describe confirmatory statistical tests 6.7 Explain significance of tests 6.8 Outline data collection methods</p>
<p>7. Plotting quantitative and qualitative graph variables using the horizontal x-axis (abscissa) and vertical y-axis (ordinate).</p>	<p>7.1 Describe graph types 7.2 Demonstrate how to plot graphs manually and electronically 7.3 Define quantitative and qualitative variables 7.4 Describe the difference between qualitative and quantitative graphs 7.4 Demonstrate how to make tables with qualitative data in Excel 7.5 Demonstrate how to graph quantitative and qualitative data</p>
<p>8. Intellectual Property (IP) as an asset or physical property and analysis of all the latest trends in IP law.</p>	<p>8.1 Analyse the steps in getting a patent 8.2 Describe patent types 8.3 Distinguish patent and trademark 8.4 Explain Intellectual Property (IP) law 8.5 Outline how to manage Intellectual Property 8.6 Describe Intellectual property; copyright, trademarks and patents 8.7 Describe how to protect your intellectual property</p>
<p>9. Business Analysis Strategy; strategic business planning concepts, tools and Information Management techniques.</p>	<p>9.1 Explain leadership skills 9.2 Describe team management theories 9.3 Describe thinking and learning skills 9.4 Analyse business processing and data modelling techniques 9.5 Explain creativity techniques 9.6 Identify decision making models 9.7 Describe time management tools 9.8 Explain financial accounting reporting issues 9.9 Describe financial markets and</p>

<p>10. Conducting an effective business impact analysis and ensuring that the organisation's information systems and data can survive a disaster.</p> <p>11. Analysing an organisation's financial position, outlining elements of financial analysis and setting out a financial plans to produce: an income and expenditure budget; expected profit and loss account; indicators of profit ratios; cash flow estimates and a capital budget.</p>	<p>corporate finance practices</p> <p>10.1 Describe how to conduct disaster-recovery projects which identify critical information systems, tasks and processes</p> <p>10.2 Identify the process of analysing critical information systems, tasks and processes</p> <p>10.3 Describe how to conduct an effective business impact analysis</p> <p>10.4 Describe business impact analysis phases</p> <p>11.1 Describe comparative financial statements</p> <p>11.2 Define financial ratios and demonstrate ratio analysis</p> <p>11.3 Define and demonstrate break even analysis</p> <p>11.4 Describe budgeting and budget analysis tools</p> <p>11.5 Evaluate and demonstrate profit and loss analysis</p> <p>11.6 Describe and demonstrate solvency analysis</p> <p>11.7 Explain and evaluate return on capital employed (ROCE)</p>
<p><b>Methods of Evaluation:</b> A 2½-hour written examination paper with five essay questions, each carrying 20 marks. Candidates are required to answer all questions. Candidates also undertake project/coursework in Business Analysis with a weighting of 100%.</p>	

### Recommended Learning Resources: Business Analysis

<p><b>Text Books</b></p>	<ul style="list-style-type: none"> <li>• Business Analysis by James Cadle, Malcolm Eva, Keith Hindle, Debra Paul, Craig Rollaston, Dot Tudor, Donald Yeates. ISBN-10: 1906124612</li> <li>• Business Analysis: Microsoft Excel by Conrad Carlberg. ISBN-10: 0789743175</li> <li>• The Business Analyst's Handbook by Howard Podeswa. ISBN-10: 1598635654</li> </ul>
<p><b>Study Manuals</b></p> 	<p>BCE produced study packs</p>
<p><b>CD ROM</b></p> 	<p>Power-point slides</p>
<p><b>Software</b></p> 	<p>Excel</p>