# AstroTech

KNOWLEDGE TODAY  SKILLED TOMORROW

## BUSINESS ANALYSIS & SYSTEMS ANALYSIS

# IN-HOUSE TRAINING

## WHAT'S INCLUDED

AstroTech Training will provide:

➤ A detailed manual/workbook and electronic copy of course material

➤ Professional presentation of the course content, case studies and practical exercises

➤ One month of free telephonic and e-mail support included

➤ Certificate of completion

➤ Delivery of course material *(unless otherwise arranged)*

➤ Travel and Accommodation for the Facilitator *(if required)*

## PLEASE WILL YOU PROVIDE:

➤ A suitable training venue with data projector

➤ White Board and/or Flip Chart and markers

➤ Lunch and refreshments daily

www.astrotech.co.za

training@astrotechtraining.co.za

011 582 3200

## COURSE OVERVIEW

In order to design successful systems, it is critical first to understand a company's business operations.

The success of IT systems in organisations depends upon them fulfilling a business need and this can only be achieved if the business need is identified and understood.

Analysts need to make use of various tools and techniques to accurately model business processes and subsequently develop appropriate designs to fulfill an organisation's business objectives.

To assist IT professionals in achieving this goal, AstroTech offers a training programme on Business Analysis and Systems Analysis.

The course includes the following:

➤ What is Business Analysis & Systems Analysis?

➤ User requirements analysis & definition

➤ Modelling the business/system

➤ Process modelling

➤ Data modelling

➤ Work flow modelling

➤ Modelling tools & techniques

➤ Structuring & validating user requirements

➤ Facilitation & elicitation skills for business & systems analysis

➤ Process flow analysis

➤ New system modelling

➤ Implementation strategies

➤ Preparing & presenting recommendations

➤ Documentation

➤ Systems development lifecycles

➤ JAD & RAD

...AND MUCH MORE!

## WHO SHOULD ATTEND

➤ Business analysts, system analysts, project managers, IT managers

➤ System administrators, IT development managers

➤ Developers, system engineers, project engineers

➤ IT technicians & engineers, clients of IT/System projects

➤ Anyone with an interest in business or systems analysis

## TAKE HOME TOOLS

➤ A detailed manual/workbook and electronic copy of course material

➤ Notepad & pen

➤ One month of free telephonic and e-mail support included

## OUTCOMES

**After attending this course attendees should:**

➤ Gain an understanding of the key issues in business and systems analysis

➤ Learn different modelling techniques

➤ Learn methods of gathering requirements

➤ Learn how to document requirements effectively

## TERMS & CONDITIONS

➤ **PAYMENTS:**
Payment terms are **30** (thirty) days from date of course completion. The final invoice will be based on the **confirmed minimum number of delegates** provided as follows:

| | |
|---|---|
| **COURSES INSIDE GAUTENG:** | At least **SEVEN** working days prior to the course |
| **COURSES OUTSIDE GAUTENG:** | At least **TEN** working days prior to the course |

Absent delegates are charged for.

➤ **POSTPONEMENTS:**

| | |
|---|---|
| **POSTPONE WITHOUT COSTS:** | If you advise us **at least TWO** weeks prior to the course |
| **PAY 25% OF THE COURSE FEE:** | If you advise us **less than TWO** weeks prior to the course |
| **PAY 100% OF THE COURSE FEE:** | If you advise us **within ONE** week of the scheduled course |

Once you have postponed, you **cannot** subsequently **cancel** without being liable for the **FULL** course fee.
A new date convenient to both parties will be agreed upon, however all postponements need to be utilised within **SIX** months of the original scheduled course date.

➤ **CANCELLATIONS:**

| | |
|---|---|
| **CANCEL WITHOUT COSTS:** | If you advise us **at least TWO** weeks prior to the course |
| **PAY 50% OF THE COURSE FEE:** | If you advise us **less than TWO** weeks prior to the course |
| **PAY 100% OF THE COURSE FEE:** | If you advise us **within ONE** week of the scheduled course |

➤ **PRESENTERS:**
Should it be necessary, AstroTech Training reserves the right to substitute the presenter.

➤ **VENUE:**
If you have chosen to use the AstroTech Conference Centre as the venue for your training, the terms and conditions specific to Conferencing will be provided separately for your acceptance and signature.

➤ **COMMUNICATION:**
When a person registers on the AstroTech website, is registered on an AstroTech course or sends an email to AstroTech, that person consents to receiving communications electronically or otherwise from AstroTech and/or its business partners.

➤ **DISCLAIMER:**
AstroTech Training will not be held responsible for any loss, damage or harm, direct, indirect, consequential or otherwise and howsoever arising that may be caused to any person or property during the providing of any services by AstroTech to the client.