

DIGITAL INNOVATION AND TRANSFORMATION | COURSE BROCHURE

# Business Analysis: Requirements Engineering and Modelling

5 days | Classroom training | English

**SMART HORIZON**

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# Course content

## Why attend

Clear requirements are the foundation of successful projects and systems. This course teaches business analysts to elicit, analyse, document, validate and manage requirements, using techniques such as interviews, workshops, use cases, user stories, process models and data models.

Poor requirements are a leading cause of project failure. This course gives you structured techniques to understand needs and communicate them clearly.

## Professional Problems This Course Is Designed to Solve

• Difficulty translating subject knowledge into practical workplace decisions.
• Inconsistent approaches to the activities covered in the course outline.
• Lack of a structured plan for applying and reviewing new skills.

## Course methodology

The course uses a case project, elicitation role plays, modelling exercises and requirements reviews.

## Course objectives

By the end of this course, participants will be able to:
• Explain the business analyst role and requirements life cycle
• Plan stakeholder analysis and elicitation
• Apply elicitation techniques effectively
• Document requirements using appropriate formats
• Model processes, data and use cases
• Validate, prioritise and manage requirements changes

## Target audience

This course is suitable for:
• Business analysts
• Project managers
• Product owners
• Systems analysts
• Process improvement professionals



# Course content

## Target competencies

Participants will develop competencies in:

- Stakeholder analysis
- Requirements elicitation
- Requirements documentation
- Process modelling
- Use case and story writing
- Requirements management

## Course outline

### Day 1: Business Analysis Foundations

| | |
|---|---|
| 09:00–09:54 | Role of the business analyst |
| 09:54–10:48 | Requirements types |
| 10:48–11:00 | Requirements life cycle |
| 11:00–11:30 | **Coffee break** |
| 11:30–12:12 | Requirements life cycle (continued) |
| 12:12–13:06 | Agile and traditional contexts |
| 13:06–14:00 | Exercise: Problem definition |

### Day 2: Elicitation

| | |
|---|---|
| 09:00–09:54 | Stakeholder analysis |
| 09:54–10:48 | Interviews and workshops |
| 10:48–11:00 | Observation and document analysis |
| 11:00–11:30 | **Coffee break** |
| 11:30–12:12 | Observation and document analysis (continued) |
| 12:12–13:06 | Handling conflicting needs |
| 13:06–14:00 | Role play: Elicitation interview |



# Course content

## Day 3: Documentation

| | |
|---|---|
| 09:00–09:54 | Requirements statements |
| 09:54–10:48 | User stories and acceptance criteria |
| 10:48–11:00 | Use cases |
| 11:00–11:30 | **Coffee break** |
| 11:30–12:12 | Use cases (continued) |
| 12:12–13:06 | Business rules |
| 13:06–14:00 | Workshop: Writing requirements |

## Day 4: Modelling

| | |
|---|---|
| 09:00–09:54 | Process models |
| 09:54–10:48 | Data models |
| 10:48–11:00 | Context diagrams |
| 11:00–11:30 | **Coffee break** |
| 11:30–12:12 | Context diagrams (continued) |
| 12:12–13:06 | Prototypes |
| 13:06–14:00 | Lab: Modelling exercise |

## Day 5: Validation and Management

| | |
|---|---|
| 09:00–09:54 | Reviews and walkthroughs |
| 09:54–10:48 | Prioritisation |
| 10:48–11:00 | Traceability |
| 11:00–11:30 | **Coffee break** |
| 11:30–12:12 | Traceability (continued) |
| 12:12–13:06 | Change control |
| 13:06–14:00 | Capstone: Requirements package |

The timings provided are estimates and may vary depending on the number of participants and the discussions taking place during the



# Course content

sessions. They are indicative only and do not constitute a binding commitment.

## Dates, venues and fees

Current published course plans. Fees are per participant in EUR, excluding unconfirmed taxes.

| Venue | Start date | End date | Fee (EUR) |
|---|---|---|---|
| Kuala Lumpur<br>Confirmed dates | 16 Nov 2026 | 20 Nov 2026 | **€1,450.–** |
| Online<br>Confirmed dates | 16 Nov 2026 | 20 Nov 2026 | **€1,250.–** |
| Paris<br>Confirmed dates | 7 Dec 2026 | 11 Dec 2026 | **€2,860.–** |
| Online<br>Confirmed dates | 7 Dec 2026 | 11 Dec 2026 | **€1,250.–** |
| Istanbul<br>Confirmed dates | 14 Dec 2026 | 18 Dec 2026 | **€2,650.–** |
| Online<br>Confirmed dates | 14 Dec 2026 | 18 Dec 2026 | **€1,250.–** |
| Amsterdam<br>Confirmed dates | 4 Jan 2027 | 8 Jan 2027 | **€2,540.–** |
| Online<br>Confirmed dates | 4 Jan 2027 | 8 Jan 2027 | **€1,250.–** |



# Course content

## Dates, venues and fees (continued)

| Venue | Start date | End date | Fee (EUR) |
|---|---|---|---|
| Singapore<br>Confirmed dates | 18 Jan 2027 | 22 Jan 2027 | **€2,820.–** |
| Online<br>Confirmed dates | 18 Jan 2027 | 22 Jan 2027 | **€1,250.–** |
| Cape Town<br>Confirmed dates | 25 Jan 2027 | 29 Jan 2027 | **€1,890.–** |
| Online<br>Confirmed dates | 25 Jan 2027 | 29 Jan 2027 | **€1,250.–** |
| London<br>Confirmed dates | 1 Feb 2027 | 5 Feb 2027 | **€2,450.–** |
| Online<br>Confirmed dates | 1 Feb 2027 | 5 Feb 2027 | **€1,250.–** |
| Dubai<br>Confirmed dates | 15 Feb 2027 | 19 Feb 2027 | **€3,150.–** |
| Online<br>Confirmed dates | 15 Feb 2027 | 19 Feb 2027 | **€1,250.–** |
| Frankfurt<br>Confirmed dates | 1 Mar 2027 | 5 Mar 2027 | **€2,650.–** |



# Course content

## Dates, venues and fees (continued)

| Venue | Start date | End date | Fee (EUR) |
|---|---|---|---|
| Online<br>Confirmed dates | 1 Mar 2027 | 5 Mar 2027 | **€1,250.–** |
| Kuala Lumpur<br>Confirmed dates | 15 Mar 2027 | 19 Mar 2027 | **€1,450.–** |
| Online<br>Confirmed dates | 15 Mar 2027 | 19 Mar 2027 | **€1,250.–** |
| Rome<br>Confirmed dates | 29 Mar 2027 | 2 Apr 2027 | **€2,450.–** |
| Online<br>Confirmed dates | 29 Mar 2027 | 2 Apr 2027 | **€1,250.–** |
| Paris<br>Confirmed dates | 5 Apr 2027 | 9 Apr 2027 | **€2,860.–** |
| Online<br>Confirmed dates | 5 Apr 2027 | 9 Apr 2027 | **€1,250.–** |
| Istanbul<br>Confirmed dates | 19 Apr 2027 | 23 Apr 2027 | **€2,650.–** |
| Online<br>Confirmed dates | 19 Apr 2027 | 23 Apr 2027 | **€1,250.–** |



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## Dates, venues and fees (continued)

| Venue | Start date | End date | Fee (EUR) |
|---|---|---|---|
| Amsterdam<br>Confirmed dates | 3 May 2027 | 7 May 2027 | **€2,540.-** |
| Online<br>Confirmed dates | 3 May 2027 | 7 May 2027 | **€1,250.-** |
| Singapore<br>Confirmed dates | 17 May 2027 | 21 May 2027 | **€2,820.-** |
| Online<br>Confirmed dates | 17 May 2027 | 21 May 2027 | **€1,250.-** |
| Barcelona<br>Confirmed dates | 31 May 2027 | 4 Jun 2027 | **€2,840.-** |
| Online<br>Confirmed dates | 31 May 2027 | 4 Jun 2027 | **€1,250.-** |
| London<br>Confirmed dates | 7 Jun 2027 | 11 Jun 2027 | **€2,450.-** |
| Online<br>Confirmed dates | 7 Jun 2027 | 11 Jun 2027 | **€1,250.-** |
| Dubai<br>Confirmed dates | 21 Jun 2027 | 25 Jun 2027 | **€3,150.-** |



# Course content

## Dates, venues and fees (continued)

| Venue | Start date | End date | Fee (EUR) |
|---|---|---|---|
| Online<br>Confirmed dates | 21 Jun 2027 | 25 Jun 2027 | **€1,250.-** |
| Frankfurt<br>Confirmed dates | 5 Jul 2027 | 9 Jul 2027 | **€2,650.-** |
| Online<br>Confirmed dates | 5 Jul 2027 | 9 Jul 2027 | **€1,250.-** |
| Kuala Lumpur<br>Confirmed dates | 19 Jul 2027 | 23 Jul 2027 | **€1,450.-** |
| Online<br>Confirmed dates | 19 Jul 2027 | 23 Jul 2027 | **€1,250.-** |
| Paris<br>Confirmed dates | 2 Aug 2027 | 6 Aug 2027 | **€2,860.-** |
| Online<br>Confirmed dates | 2 Aug 2027 | 6 Aug 2027 | **€1,250.-** |
| Cape Town<br>Confirmed dates | 9 Aug 2027 | 13 Aug 2027 | **€1,890.-** |
| Online<br>Confirmed dates | 9 Aug 2027 | 13 Aug 2027 | **€1,250.-** |



# Course content

## Dates, venues and fees (continued)

| Venue | Start date | End date | Fee (EUR) |
|---|---|---|---|
| Istanbul<br>Confirmed dates | 16 Aug 2027 | 20 Aug 2027 | **€2,650.-** |
| Online<br>Confirmed dates | 16 Aug 2027 | 20 Aug 2027 | **€1,250.-** |
| Amsterdam<br>Confirmed dates | 6 Sept 2027 | 10 Sept 2027 | **€2,540.-** |
| Online<br>Confirmed dates | 6 Sept 2027 | 10 Sept 2027 | **€1,250.-** |
| Singapore<br>Confirmed dates | 20 Sept 2027 | 24 Sept 2027 | **€2,820.-** |
| Online<br>Confirmed dates | 20 Sept 2027 | 24 Sept 2027 | **€1,250.-** |
| Rome<br>Confirmed dates | 27 Sept 2027 | 1 Oct 2027 | **€2,450.-** |
| Online<br>Confirmed dates | 27 Sept 2027 | 1 Oct 2027 | **€1,250.-** |
| London<br>Confirmed dates | 4 Oct 2027 | 8 Oct 2027 | **€2,450.-** |



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## Dates, venues and fees (continued)

| Venue | Start date | End date | Fee (EUR) |
|---|---|---|---|
| Online<br>Confirmed dates | 4 Oct 2027 | 8 Oct 2027 | **€1,250.–** |
| Dubai<br>Confirmed dates | 18 Oct 2027 | 22 Oct 2027 | **€3,150.–** |
| Online<br>Confirmed dates | 18 Oct 2027 | 22 Oct 2027 | **€1,250.–** |
| Frankfurt<br>Confirmed dates | 1 Nov 2027 | 5 Nov 2027 | **€2,650.–** |
| Online<br>Confirmed dates | 1 Nov 2027 | 5 Nov 2027 | **€1,250.–** |
| Kuala Lumpur<br>Confirmed dates | 15 Nov 2027 | 19 Nov 2027 | **€1,450.–** |
| Online<br>Confirmed dates | 15 Nov 2027 | 19 Nov 2027 | **€1,250.–** |
| Vienna<br>Confirmed dates | 29 Nov 2027 | 3 Dec 2027 | **€2,940.–** |
| Online<br>Confirmed dates | 29 Nov 2027 | 3 Dec 2027 | **€1,250.–** |



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## Dates, venues and fees (continued)

| Venue | Start date | End date | Fee (EUR) |
|---|---|---|---|
| Paris<br>Confirmed dates | 6 Dec 2027 | 10 Dec 2027 | **€2,860.-** |
| Online<br>Confirmed dates | 6 Dec 2027 | 10 Dec 2027 | **€1,250.-** |
| Istanbul<br>Confirmed dates | 13 Dec 2027 | 17 Dec 2027 | **€2,650.-** |
| Online<br>Confirmed dates | 13 Dec 2027 | 17 Dec 2027 | **€1,250.-** |

## Plan your next step

Dates, availability, exact venue, taxes, inclusions and payment terms require written confirmation. This brochure is not a quotation, registration, booking confirmation or visa invitation. Participants receive a Smart Horizon certificate of attendance; programmes are not externally accredited and do not award a professional qualification or designation. Confirm arrangements before booking travel.

For group or in-house training, contact our learning team to discuss your objectives and delivery arrangements.

## Contact Smart Horizon

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