

Certificate program in

Fundamentals of Business Analysis

Duration:

4 days (2 weekends in case of weekend batch)

Venue: Pune, India. *Batch Size:* 20.

Objective of the program:

To enable participants to successfully carry out billable business analysis assignments. This course will enable candidates to elicit what is expected from a business analyst and related processes.

Methodology:

Participants will be evaluated on the basis of their overall participation in case-studies & role-play exercises during the program.

This course is for:

Rookie to business analysis (BA) and experienced programmers seeking to get the hang of BA activities & aiming for a career shift. Experienced Business Analysts can also enhance their skills.

Prerequisites:

Basic understanding of business concepts.

Address:

MVL Consulting Private Limited
17, Laxman Villa Condominium,
Near Jog Hospital, Paud Road,
Pune - 411038. India.

Web: www.mvlco.com/www.bfsia.com

Email: trainings@bfsia.com

Telfax: +91-20-25422874,
+91-20-65007631 / 44 / 45.

Contents:

Foundation concepts

- Defining the business analyst function
- Role of the business analyst as change agent
- Business analyst roles and responsibilities through the business analysis knowledge areas
- Business analyst roles and relationships through the project life cycle

Business analysis planning and monitoring – defining the process

- Overview
- Business analysis planning – roles and responsibilities
- Business analysis planning – processes and tools
- Business analysis monitoring

Elicitation – gathering information

- Overview of elicitation
- Requirements elicitation techniques (targeted, group and physical)
- Interface analysis

Requirements management and communication – ensuring stakeholder involvement

- Overview
- Requirements management
- Requirements relationships & communication

Enterprise analysis – defining the problem

- Overview of enterprise analysis
- Define the business need (feasibility study)
- Business benefit analysis (value vs. costs)
- Initial phase gate preparation (business case)
- Requirements analysis – defining the solution

Contents: contd...

Model

- Overview of requirements
- The anatomy of a requirement
- Requirements analysis task description
- Requirements analysis techniques

Solution assessment and validation – supporting the balance of the product life cycle

- Overview
- Design tasks
- Testing tasks
- Implementation and production tasks

Underlying competencies

- Overview
- Analytical thinking and problem solving
- Key communication and business skills
- Software applications

Object oriented methodology

- Object-oriented concepts
- Objects, classes and relationships
- Working with UML diagrams
- Use-case diagram case study

Banking Domain

- Basics of accounting
- Debit/credit rules
- Concepts, assumptions, principles
- Cash book, ledger accounts, trial balance
- Balance sheet, profit and loss account,
- Cash flow
- Preparation of sample financial statements
- Basics of accounting in banks
- Time value of money
- Interest rate types and calculation
- Day count conventions in banking

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Fundamentals of Business Analysis

Program fees:

Rs. 15,000/- (INR Fifteen thousand only).

Above charges are exclusive of service tax (currently 10.30%) or such tax levied by the Government.

Discounts offered:

- 10 % for 2 delegates or more but less than 5.
- 15 % on 5 delegates or more.

Full course fees is payable in advance by local cheque or demand draft drawn in favor of "MVL Consulting Private Ltd", payable at par at Pune (India).

Registration shall be confirmed once delegate(s) submit the scanned copies of the booking form (attached herewith) & cheque or demand draft.

Group participation is available only for the delegates from the same organization.

Booking form has been attached herewith.

Fees includes all the tuition, full course documentation along with softcopies of the presentations of the trainers, lunches and refreshments for the duration of the program but does not include accommodation facility. MVLCO may assist to arrange accommodation. Participants may contact MVLCO in this regard.

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Contents: contd...

Banking Domain

- Banking concepts/terminology
- Universal banking/Narrow banking
- Brief introduction to Islamic banking
- Performing and non-performing assets
- Types of banks
- Public Sector Banks
- Private Banks
- Co -operative Banks
- Thrifts /Credit Unions / Building Societies
- Investment Banks
- Development Banks
- Correspondent Banks
- Offshore Banks
- Shell Banks
- What banks are and what they do?
- Functions of banks : Borrowing, Lending, Investments, Deposits
- Foreign exchange transactions
- Retail banking products liability
- Savings accounts
- Various variants
- Current/Checking accounts
- Various variants
- Individual Retirement Accounts
- Roth
- Ordinary/Traditional
- Certificates of deposits
- Fixed interest
- Floating interest
- Step-up or bump up
- Zero coupon
- Callable
- Liquid
- Multi-currency
- Retail banking products assets
- Introduction to credit scoring and credit rating
- Mortgages
- Home loans
- Home Equity Loans
- Auto finance
- Loans
- Variants will be explained
- Lease

Contents: contd...

Banking Domain

- Mileage lease
- Time lease
- Hire purchase
- Personal loans
- Educational loans
- Consumer durable loans
- Payment cards: debit/credit/prepaid
- Corporate banking products – on and off
- Balance sheet
- Fund based limits
- Working capital limits
- Cash credit
- Bill finance
- Term lending and project finance
- Non fund based limits
- Bank guarantees
- Documentary credits
- Services
- Remittances
- Other services
- Treasury role and operations
- Domestic treasury
- FOREX treasury
- Operations in brief
- ALM and liquidity management
- Payment and settlement system in banking
- Various types of payment instruments
- Netting, clearing and settlement
- Finality and irrevocability
- Paper check processing
- Giro systems
- Automated clearing houses
- Check truncation/check conversion
- Rtgs / cross border payments /swift
- Correspondent banks, nostro/vostro
- Evaluation
- Case studies

Delegates' Booking Form

Contact Details:

Phone: +91-20-65007631/ 44 / 45.	Post: MVL Consulting Pvt. Ltd. #17, Laxman Villa, Near Jog Hospital, Paud Road, Pune 411038, India.	Fax: +91-20-25422874	Web: www.mvlco.com / www.bfsia.com Email: harsh@mvlco.com info@mvlco.com / trainings@bfsia.com
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Program Name: -

Location: Pune, India.	Course duration: 4 days	Dates: 22 - 25 June 2010	Total delegates: _____
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Delegates Details

Delegate 1

First Name: (Mr./ Ms. / Mrs.):

Last Name:

Name to be printed on the
Certificate (in block letters):

Delegate 2

First Name: (Mr./ Ms. / Mrs.):

Last Name:

Name to be printed on the
Certificate (in block letters):

Delegates' Booking Form

Organisation Details

Company Name:

Address:

Zip code:

Country:

Email:

Fax:

Payment Details

Amount in Figures:

Amount in Words:

Bank Name:

Branch Name:

Cheque / Demand Draft no.:

Cheque / Demand Draft Date:

Approving Authority Details *(Applicable only if sponsored by the organisation)*

Number of Delegates:

Approving Manager:

Position:

Department:

Telephone:

Email:

Signature:

Terms & Conditions

Terms and Conditions : Please read carefully before signing.

Signing will tantamount to acceptance.

Registration Fees:

A full invoice will be sent out when we receive your booking. Fees must be paid in full prior to program start date. The fees include course material and lunch/refreshment, if so declared in the program brochure. The course fees are exclusive of taxes and applicable taxes will have to be paid additionally, unless otherwise stated in the program brochure. .Cheques or drafts should be made payable to “**MVL Consulting Private Limited**” and should be payable at par at Pune/Mumbai. No cash payments are accepted. Please note that if full payment is not received prior to program start date, then the admission may be refused.

Joining Instructions:

Joining instructions will be sent on receipt of booking and full payment.

Change of terms and location of program:

It may be necessary for reasons beyond our control to alter the venue, trainer/s, time-table, contents of a program. Fees will be refunded if the program is cancelled by MVL Consulting Private Limited. We accept no liability for any other cost, losses or damages.

Cancellation and transfers:

50% of the full fee will be charged if cancellation takes place between 28 and 14 days before the start of the program. The full fee will be charged if cancellation occurs 14 days or less before the start of the program. Substitutes can be accepted at any time providing we have received confirmation in writing from the delegate.

Name of the participant : _____

Date : _____

Signature of the participant : _____

For office use only

Program Code :

Participant Code :