

Estimating for Business Analysts



Module 1 – Introduction

- ✓ **Workshop objectives**
- ✓ **Workshop logistics**
- ✓ **Participant introductions**
- ✓ **The fundamentals**

Warm up exercise

1. What is a plan?
2. What are the challenges to planning?
3. Why do you need to plan?
4. What is an estimate?

Workshop objectives

1. Provide an overview of project planning and scheduling
2. Introduce a straight-forward approach to estimating effort and duration
3. Discuss risk management
4. Introduce techniques to evaluate risk
 - **How much time do you need?**
 - **When will you be finished?**

Workshop logistics

- Instructor:
- E-mail:
- Times: 8:30 – 4:30
- Lunch: 12 noon
- Breaks: Mid-morning / mid-afternoon
- Introductions: Name / position / workshop objectives

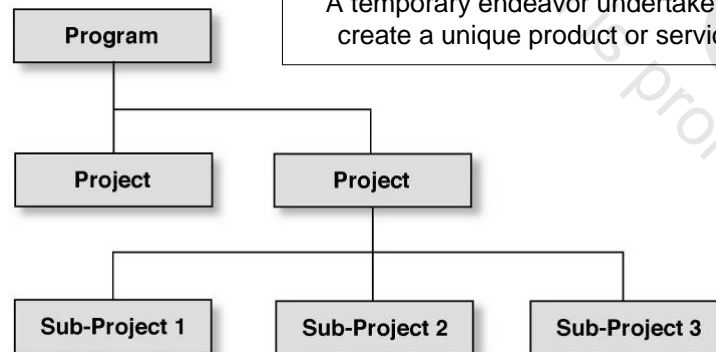
Programs and projects

Program

A group of related or similar projects, which support a common organizational initiative.

Project

A temporary endeavor undertaken to create a unique product or service.



Project management

The application of knowledge, skills, tools,
and techniques to project activities to meet
project requirements.

(Project Management Institute)

Management is “the art of getting things done”

(Mary Parker Follett, 1868-1933)

PMI project management process

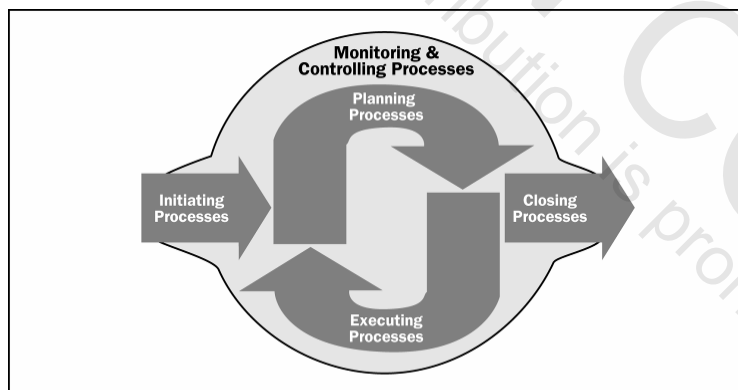


Figure 3-2. Project Management Process Groups Mapped to the Plan-Do-Check-Act Cycle

A Guide to the Project Management Body of Knowledge-Third Edition (PMBOK® Guide), ©2004 Project Management Institute, Inc. All Rights Reserved.

The project management constraints

*Which constraint is the key driver?
What can you vary?*



Sys-tem-a'tion.

9

Creating a plan for the project

- The plan is the “to do list” of what must happen, when and by whom
- Plans are derived from project documents
 - Scope identifies the work effort required to produce the deliverables
- Planning is done by
 - Identifying the project deliverables
 - Identifying the activities needed to produce the deliverables
 - Identifying the key assumptions
- The plan is used to manage the project, track resources and costs, and evaluate progress

Sys-tem-a'tion.

10

The BA role in project planning

- ✓ Helps to identify stakeholders
- ✓ Helps to identify project roles and responsibilities
- ✓ Determines an approach to eliciting, analyzing, documenting and communicating requirements
- ✓ Identifies assumptions surrounding the BA deliverables
- ✓ Works closely with the project manager to identify risk, track and monitor progress, and help prioritize tasks
- ✓ Ensures that the entire team understands the role of the BA, and the activities that the BA will perform

The system development life cycle

