



Champagne Collaborations, LLC, Business Analysis Training Outline and Agreement

Attention: Leila Kagawa, HEMIC

Thank you for the opportunity to seek out partnership to deliver quality business analysis training for you and your teams. Business analysis focuses on defining needs and recommending solutions to deliver the greatest value in any context so the power of the skill set in the hands of the HEMIC teams will greatly support all positional roles, levels, and experience to be even more effective as well as efficient with their daily work.

Initial Proposed Topics and Approach:

The following topics and learning outcomes are suggested to ensure the training has the immediate application of providing value for current and near-term work. All concepts are aligned with world-wide industry standards and best practices provided by the international organizations in business analysis, process management, agile, and change management to ensure highest-quality content and alignment to support all manners of professional growth and certifications.

It is intended that this is an initial proposal of topics to be prioritized and revisited. Additional topics can be added upon approval

1. Clear business cases
 - a. *Learning objective: be able to identify the value your change work is delivering to focus your analysis work*
 - b. *Facilitation focus: how to elicit business needs and clarity amongst a group for a defined direction that is revisited and leveraged (over having a document that is never referenced or becomes out of date)*
 - c. *Business value: drives to a successful project charter with a defined scope while helping to define project, product, and solution value*

2. Eliciting requirements
 - a. *Learning objective: utilize key business analysis techniques to define requirements*
 - b. *Facilitation focus: practice eliciting understanding to analyze what is required of the solution*
 - c. *Business value: defines solutions that solve business needs over delivering simple reaction to an expressed want*

3. Facilitating design ideas
 - a. *Learning objective: understand how to structure, approach, and conclude facilitative sessions that define solution designs*
 - b. *Facilitation focus: engage and practice interactive techniques that seek feedback and collaborative input to design solutions*



- c. Business value: design risks and issues are explored early for more viable solutions
4. Solution requirements: Non-functional requirements
 - a. *Learning objective: be able to identify the non-functional requirements for a solution*
 - b. *Facilitation focus: utilizing additional elicitation activities that are focused on the qualities or characteristics of a product or design that are required to deliver solutions*
 - c. Business value: defines solutions that can be implemented into operations with support defined to ensure continued success of solution in the environment
5. Solution requirements: Transition requirements
 - a. *Learning objective: be able to identify the transition requirements for a solution*
 - b. *Facilitation focus: utilizing additional elicitation activities that are focused on the requirements that are necessary to launch successful solutions into the environment*
 - c. Business value: minimize risks and issues with deployment that facilitate smooth transition into operations
6. Acceptance criteria
 - a. *Learning objective: define the value of acceptance criteria and identify the elements that deliver successful acceptance criteria*
 - b. *Facilitation focus: utilize techniques that focus on stakeholder ownership of solutions and collaboration amongst each other*
 - c. Business value: defines solutions that are not only clear to different product delivery team members, but also builds buy-in to solutions with higher adoption rates
7. Building test plans
 - a. *Learning objective: identify the elements and approach necessary to define successful test plans*
 - b. *Facilitation focus: focus on structure and stakeholder engagement that can build flexible test plans focused on delivery*
 - c. Business value: creates greater stakeholder engagement and buy-in to solutions while increasing quality of delivered solutions
8. Operational efficiency
 - a. *Learning objective: define methods to build operational efficiencies into daily working*
 - b. *Facilitation focus: understanding how processes work in the middle of operations (i.e., not requiring entire teams to 'off-site' analyze work, but can improve operational processes live while stakeholders are performing their job duties)*
 - c. Business value: increases ROI of operational processes without negatively impacting operations or team members to analyze the work being done



Each topic is meant to introduce and explain the concept through hands-on practice facilitating and engaging with others in a virtual environment. This allows every session to have a two-goal focus of:

1. Practicing business analysis best practices and techniques
2. Experience facilitation skills and approaches to be successful in analysis work

All work is tailored to enable analysis work within project teams while staying agnostic of the type of work or industry or application.

Proposed Delivery Structure:

Each topic would run for ninety (90) minutes for the hands on workshop.

An additional thirty (30) minute “ask me anything” free form session will be included for each topic. Expectation is that this session will take place later in the week.

Every topic with this same delivery structure can be repeated as many times as required to ensure full coverage of training needs and participants.

Pricing:

To maximize attendance and value, a corporate rate of **\$1,500.00 USD per topic** flat fee, plus applicable sales tax, is provided.

This is inclusive of all course materials and preparation for participation by up to a set thirty (30) maximum amount of participants.

Pre-purchasing five (5) or ten (10) sessions where the topic can be later confirmed from the options or an alternative option that is mutually agreed upon will result in the following discounted prices:

Price for five (5) sessions: \$7,000, plus applicable sales tax

Price for ten (10) session: \$12,000, plus applicable sales tax

Client is responsible for confirming participants and ensuring that no more than the maximum amount of participants are invited or attend.

This course is designed to provide hands-on practice with key skill sets that employees doing analysis work of all levels will utilize in their daily work both today and tomorrow. The workshop-style structure also provides the opportunity to provide the hands-on learning opportunities to address communication, facilitation, and leadership topics through interactive



activities and application. The expectation is that all participants will bring their current and upcoming work with them to be worked on *during* the session. These provide greater understanding and application for all participants by seeing how analysis tasks and techniques can be applied in daily work well beyond the respective certification requirements.

Each session hour (or fraction thereof) provides one (1) professional/continuing development unit for every hour of instruction for those pursuing or maintaining current industry certifications. Certificates of completion will be provided, upon request.

No prior experience or role is required to attend, though experience with any type of process work is encouraged and welcomed.

Format and Expectations:

All training will be conducted virtually, unless mutually agreed upon between Champagne Collaborations and HEMIC. Consideration for in-person as well as hybrid-format courses is accepted for 2024 and beyond.

Use of HEMIC collaboration tool (i.e., MS Teams® or Zoom®) is preferred for virtual sessions as then the sessions may be recorded and shared internally, as desired.

Students will be expected to be on their computer with screen sharing capabilities. Preference is to use current HEMIC software application(s), though content will be agnostic of any digital tool and focus on outcomes.

All materials will be shared digitally with participants and may be shared internally and adapted, as desired.

Specific dates will be mutually agreed upon by both parties upon selection of format.