PROJECT MANAGEMENT AND BUSINESS ANALYSIS

www.1goalanalytic.com

TABLE OF CONTENT

Introduction To Project Management 07

Agile Project Management & Scrum Framework 08

Project Planning & Scheduling 09

Risk Management & Quality Assurance 10

Stakeholder Management & Communication 11

Project Monitoring & Control 12

Project Closure & Retrospective 13

Introduction to Business Analysis 15

Eliciting Requirements 16

Requirements Analysis and Modeling 17

Data Analysis and Visualization 18

Solution Evaluation and Validation 19

Agile Business Analysis 20

Digital Transformation and Emerging Technologies for Business Analysts 21

Capstone Project: Project Management & Business Analysis 22

Key Tools Covered 23
Key Skill Developed 24
RoadMap 25
FAQ 26
Hands-on Project/Portfolio 27
Meet the Instructors 28
Company overview 30

This training is designed to enhance your analytical skills. It will also, set you up for success whether you have prior experience working with data, or simply having a keen interest in finding business solutions through innovative approaches. 1 Goal Analytics has collaborated with industry to create a program that trains candidates specifically for the roles such as Data Management Administrator, Data Analytics, Web Developer, Business Intelligence Analyst, Data scientist, Project Manager or Business Consultant.

You will be equipped to drive data-informed decision-making, optimise business processes, and unlock new opportunities for growth and innovation. This module will equip you with the skills to become a successful leader in a global project-based environment. Furthermore, you will equip with best available tools, techniques and expertise to further and strengthen the practice of project management across all industries, including project management skills based on up-to-date theory, best practice standard and methodologies. Ultimately, enrolling in this programme will not only enhance your professional value but will provide you with the skills and knowledge sought by organisations worldwide.

PROGRAM FEATURES

The programme runs for a period 3 months, 4 weeks for the training, then next is the Capstone Project phase. Candidates can request a mentor when they have a confirmed interview for Project Management and Business Analysis Jobs.

ON COMPLETING THIS PROGRAM, YOU WILL:

- Equip you with decision skills needed to develop and excel as an effective leader and manager of transformation change in era of Big Data and rapid innovation.
- Be well averse in using a wide range of analytical tools and techniques to solve real business problems and improve performance
- Have practical data analytical skills to support decision-making in business
- Gain the quantitative skills to extract, analyse and interpret information from large data sources.
- Understanding of real-world case studies and provide insights into multiple advanced data analytics and techniques, and how they ca ne used to solve complex logistics and supply chain problems.
- Develop an additional skill which is essential for senior managers including ability to formulate strategies, and then implement it through a strategic project management vehicle that comprises portfolios, programmes and projects.
- Learn industry relevant courses aim to stimulate you understanding, critical thinking and develop experience of enterprise -wide applications of strategic project management.
- Be well averse to build sustainable competitive advantage by finding opportunity in uncertain or growing economic environments.
- Learn how to establish quality and monitor performance of projects through the latest applied project management and leadership techniques.

YOU WILL ALSO DEVELOP THE FOLLOWING SOFT SKILLS:

- Analysis
- Leadership
- Teamwork
- Communication
- Negotiation
- Conflict resolution
- Business reporting
- Presentation delivery

WEEK 1

INTRODUCTION TO PROJECT MANAGEMENT

LECTURE:

- Overview of Project Management
- Key Terminologies (Scope, Time, Cost, Quality, Risk, Stakeholders)
- Role of a Project Manager
- Project Life Cycle: Initiation, Planning, Execution, Monitoring, Closing

LAB:

- Case study analysis of real-world project management scenarios
- Group Discussion: Identifying key phases in a project life cycle

WEEK 2

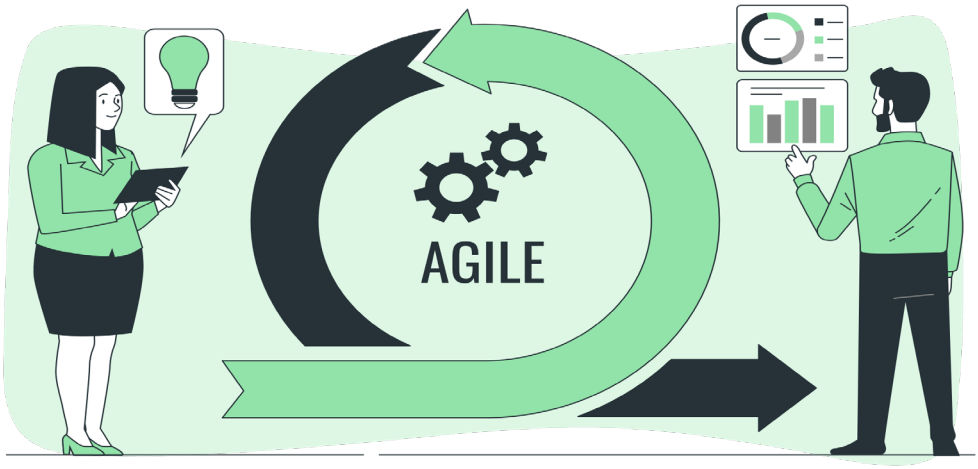
AGILE PROJECT MANAGEMENT & SCRUM FRAMEWORK

LECTURE:

- Agile vs. Waterfall Project Management
- Introduction to Scrum Framework
- Scrum Roles: Scrum Master, Product Owner, Development Team
- Sprints and Daily Standups

LAB:

- Simulation of Scrum with Sprints, User Stories, and Backlog Management
- Using project management software like Jira or Trello



WEEK 3

PROJECT PLANNING & SCHEDULING

LECTURE:

- Developing a Project Plan
- Work Breakdown Structure (WBS)
- Estimating Time and Cost (PERT/CPM)
- Tools for Scheduling: Gantt Charts, Milestones

LAB:

- Hands-on with MS Project/Smartsheet to create WBS and Gantt Charts

WEEK 4

RISK MANAGEMENT & QUALITY ASSURANCE

LECTURE:

- Identifying and Analyzing Risks (SWOT, Risk Matrix)
- Creating Risk Mitigation Strategies
- Basics of Quality Assurance in Projects
- Continuous Improvement with Lean and Six Sigma

LAB:

- Creating a risk assessment and risk mitigation plan for a case project

WEEK 5

STAKEHOLDER MANAGEMENT & COMMUNICATION

LECTURE:

- Identifying Stakeholders and Stakeholder Mapping
- Building a Communication Plan
- Conflict Resolution and Negotiation Strategies

LAB:

- Role-play exercises for stakeholder communication and negotiation scenarios

WEEK 6

PROJECT MONITORING & CONTROL

LECTURE:

- Monitoring Project Progress (KPIs, Dashboards)
- Earned Value Management (EVM) Basics
- Managing Scope Creep and Change Requests

LAB:

- Using tools like Asana or Monday.com to monitor project progress
- EVM calculations and analysis

WEEK 7

PROJECT CLOSURE & RETROSPECTIVE

LECTURE:

- Project Closing Process
- Lessons Learned and Project Retrospectives
- Final Reporting and Documentation

LAB:

- Conducting a mock project retrospective
- Analyzing a completed project case study and identifying key takeaways

PART 2

BUSINESS ANALYSIS (1.5 MONTHS)

WEEK 8

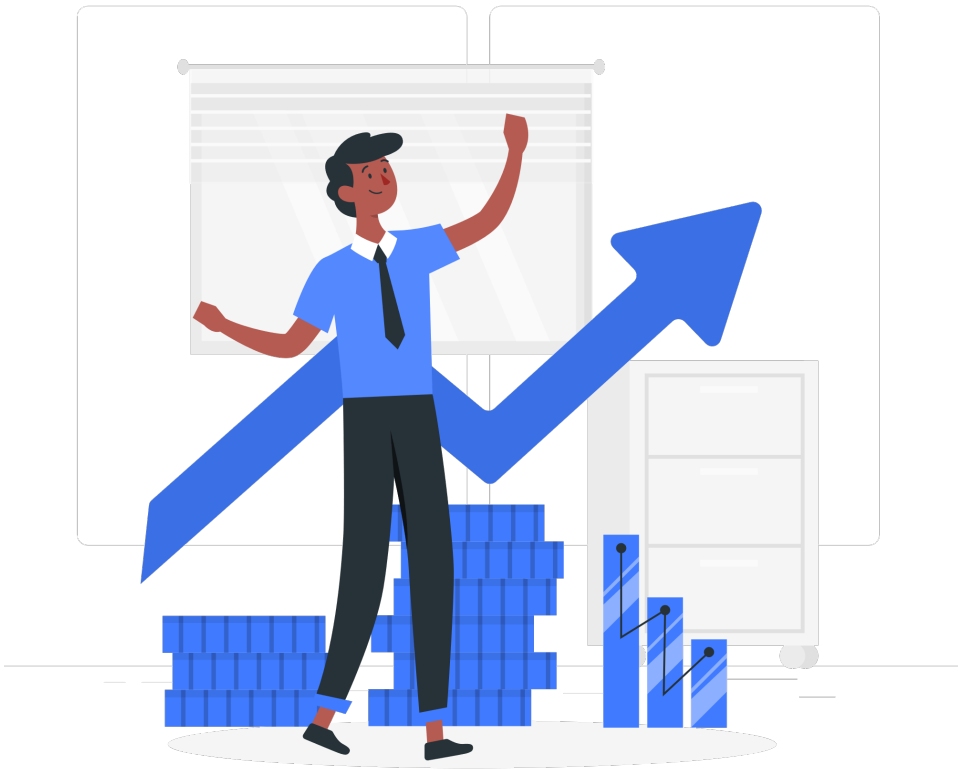
INTRODUCTION TO BUSINESS ANALYSIS

LECTURE:

- What is Business Analysis?
- Role of a Business Analyst
- Key Concepts: Requirements Elicitation, Solution Assessment, Documentation
- Business Analyst vs. Project Manager

LAB:

- Identify business problems and propose solutions for a sample business scenario



WEEK 9

ELICITING REQUIREMENTS

LECTURE:

- Techniques for Eliciting Requirements (Interviews, Workshops, Surveys, Brainstorming)
- Stakeholder Analysis for Requirements Gathering
- Functional vs. Non-Functional Requirements

LAB:

- Hands-on activity to gather requirements using interviews and group discussions

WEEK 10

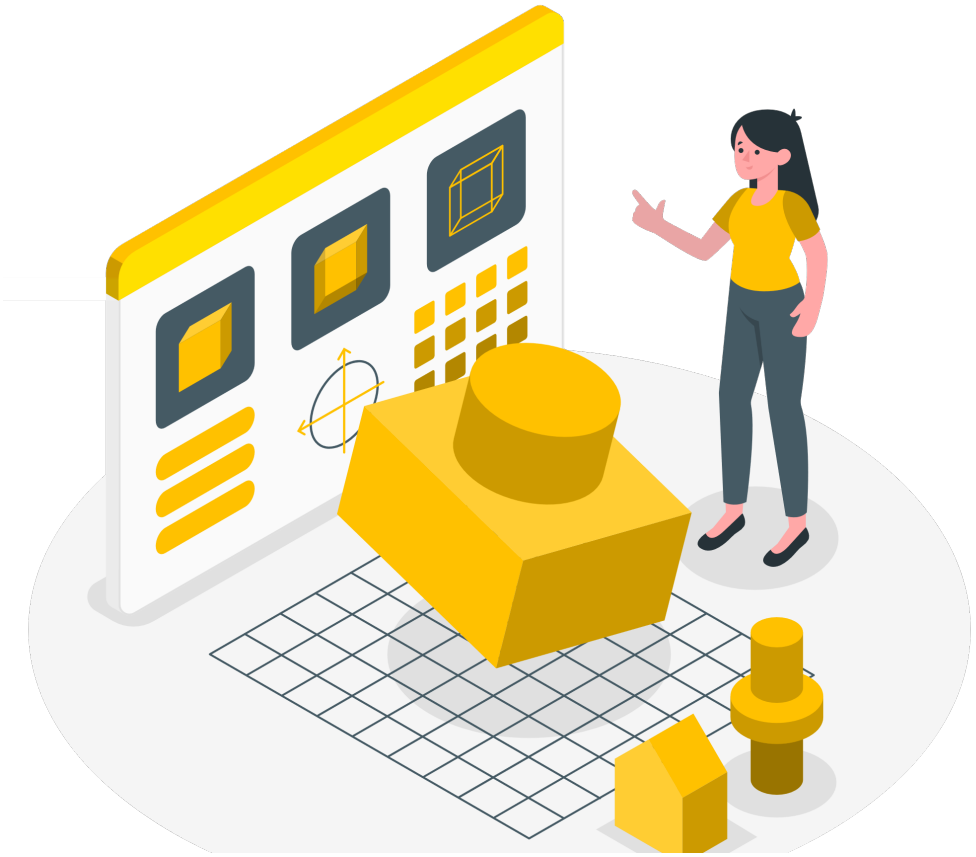
REQUIREMENTS ANALYSIS AND MODELING

LECTURE:

- Business Process Modeling (BPMN, Use Case Diagrams)
- Analyzing Requirements for Feasibility
- Creating Requirement Documents (BRD, SRS)

LAB:

- Using Lucidchart or Visio for process modeling and diagramming



WEEK 11

DATA ANALYSIS AND VISUALIZATION

LECTURE:

- Data-Driven Decision Making in Business Analysis
- Data Modeling (ER Diagrams, Data Flow Diagrams)
- Visualization Techniques (Dashboards, Graphs, Charts)

LAB:

- Hands-on with Power BI or Tableau to create visualizations from business data

WEEK 12

SOLUTION EVALUATION AND VALIDATION

LECTURE:

- Evaluating Solutions for Business Problems
- Solution Feasibility and Risk Analysis
- Validating Solutions with Stakeholders

LAB:

- Conduct a mock solution validation process with real-time feedback from peers

WEEK 13

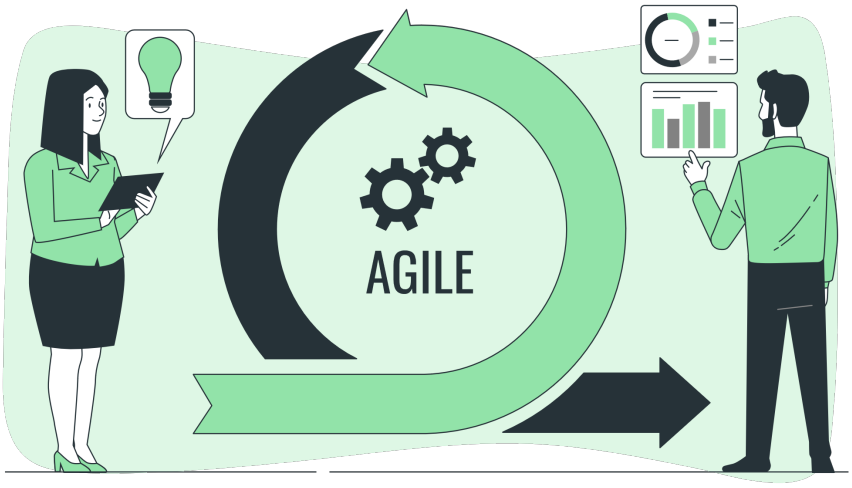
AGILE BUSINESS ANALYSIS

LECTURE:

- Role of a Business Analyst in Agile Projects
- Writing User Stories and Acceptance Criteria
- Backlog Prioritization and Grooming

LAB:

- Create user stories and acceptance criteria in a simulated Agile environment
- Backlog grooming using Jira



WEEK 14

DIGITAL TRANSFORMATION AND EMERGING TECHNOLOGIES FOR BUSINESS ANALYSTS

LECTURE:

- Role of Business Analysts in Digital Transformation
- Impact of Emerging Technologies (AI, Machine Learning, Blockchain)
- Business Process Automation (BPA) and Robotic Process Automation (RPA)

LAB:

- Analyzing how a sample business can adopt AI or RPA for process improvement

WEEK 15

CAPSTONE PROJECT: PROJECT MANAGEMENT & BUSINESS ANALYSIS

LECTURE:

- Review of Core Concepts and Skills
- Instructions for Final Capstone Project: Integration of PM and BA Skills
- Final Q&A, Group Discussion on Industry Trends (e.g., Agile, Digital Transformation)

LAB:

- Presentation and Peer Review of Capstone Project: Students work in teams to manage a project from inception to delivery, applying both project management and business analysis skills.

KEY TOOLS COVERED

PROJECT MANAGEMNET

MS Project

Trello

Jira

Asana

Monday.com

BUSINESS ANALYSIS

Lucidchart

Visio

Tableau

Power BI

KEY SKILLS DEVELOPED

- **Project Management:** Agile & Scrum methodologies, project planning, risk management, stakeholder management
- **Business Analysis:** Requirements elicitation, process modeling, data analysis, solution evaluation
- **Emerging Skills:** Digital transformation, AI in business, business process automation

ROAD MAP

START
Access To Training materials
Hybrid Training
Training Assessment
Practical Work Experience
Project Assessment
Knowledge Sharing Session
Career Coaching
GOAL
Mentorship/Referencing/Success Stories

FAQ

1. **Are your Capstone Projects real?**
   All our capstone projects are real, innovative and within IT and Digital sectors

2. **What type of projects will I be working on?**
   You will be working on Data-Driven projects and will be using Power Bi to extract and Visualise Business Data, Reporting and Clean Data and Preprocessing. Carrying out Market and Competitive Analysis, and Customer Segmentation projects.

3. **Do I need certification to secure a job?**
   Certification will give you an edge; however practical experience is what is critical in securing a good job.

4. **I work full time, how flexible is your program?**
   We are highly flexible; trainings are done in evening and weekends. We will always work within your availability.

5. **Do you offer Certification?**
   We collaborate with professionally bodies and will recommend you to the best certification bodies.

HANDS-ON PROJECT/PORTFOLIO

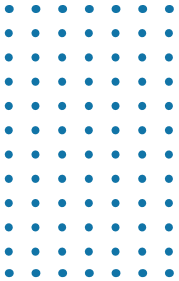
- Project Planning - Project requirements and Guidelines, Team Formation and Project Planning
- Project development - Hands-on Development and Implementation
- Guidance and Troubleshooting
- Project Presentation and Review - project presentations, feedback and evaluation, course review.

MEET THE INSTRUCTOR

NAVDEEP SINGH

PROJECT MANAGEMENT & BUSINESS ANALYSIS

Navdeep Singh has a bachelor degree in computer science and MSc in Business Analytics and Consultancy. He brings six years of experience in mobile application development, specializing in both native and cross-platform solutions, particularly with React Native and Flutter. Navdeep career technical skills have equipped him with strong grasp of business analysis, project management, and business development. The combination of these skills has enabled him to lead in the creation of production-ready applications that deliver excellent user experiences that meet business goals. Throughout his academic and professional journey, he has developed expertise in key business analysis areas, including requirements gathering, process modelling, and stakeholder management. Navdeep is also knowledgeable in using tools like SWOT analysis, business process modelling (BPM), and data analysis to identify areas for improvement and suggest practical solutions. Navdeep has equally played a key role in developing major applications across multiple platforms. For instance, he was instrumental in creating fitness apps for both iOS and Android, using user feedback to enhance the product and drive business growth. More so, he was involved in the development of the Genset Canopy application, that will seamlessly assure user experience across Web, Windows, MacOS, and Android platforms. Navdeep Handover Customers Application was focused on optimizing code performance and adhering to platform standards, which contributed to the successful deployment of the product. He has been involved in many



significant projects management experience, including defining scope, schedule, managing risks, and allocating resources. He often applied agile methodologies like Scrum both in academic and extracurricular projects. His proficiency in tools like Microsoft Project, Trello, and JIRA has allowed hm to effectively plan, execute, and monitor projects.

Navdeep has passionate interest in mentoring and fostering teamwork. His experience in business development and project management has prepared him to guide teams toward innovative solutions. Navdeep is excited to bring his skills into teaching role, where he can mentor students and help them build successful careers in business analysis and project management.

COMPANY OVERVIEW

At 1 Goal Analytics, we are committed in fostering your career goals into a reality. Our passion is to assist you unlock that disruptive thinking and acquire excellent skills needed for high-paying job and succeed.

OUR MISSION

Our mission is to be impactful through high-quality, well-innovative contents with hands-on practice and training that are internationally relevant in a dynamic tech-market

WHERE OUR STUDENTS WORK

Google NETFLIX Medium

Vercel docker YouTube

University of Central Lancashire UCLan

University of Hertfordshire UH

NHS

OUR PARTNERS

The Chartered Institute of Logistics and Transport

bcs The Chartered Institute for IT

amazon

IIBA International Institute of Business Analysis™

Higher Education Academy

dd

1Goal Analytics
Exploring the limit of knowledge

ADDRESS
167-169 Great Portland Street
5th Floor, London
W1W 5PT

EMAIL
info@1goalanalytic.com