

26 Weeks Training + Internship Program

MODULE 1: BUSINESS ANALYSIS BASICS (Weeks 1-8)

Week 1-2: Introduction to Business Analysis Learn what a Business Analyst does, understand different types of requirements, and discover how BAs add value to organizations.

- What is a Business Analyst?
- Understanding business requirements
- Basic stakeholder interaction
- **Tools:** Google Docs basics

Week 3-4: Documentation Fundamentals Master the art of writing clear business and functional requirements documents that technical and non-technical teams can understand.

- Writing Business Requirements Documents (BRD)
- Creating simple Functional Requirements Documents (FRD)
- Introduction to user stories
- **Tools:** ChatGPT, Claude for drafting documents

Week 5-6: Process Documentation Learn to visualize and document business processes using flowcharts and process maps to identify improvement opportunities.

- Basic flowcharting
- Process mapping
- Understanding current vs future state
- **Tools:** Lucidchart for process maps and flowcharts

Week 7-8: Design & Prototyping Basics Create simple wireframes and mockups to visualize solutions before development and communicate ideas effectively to stakeholders.

- Creating simple wireframes
 - Basic UI mockups
 - Stakeholder presentations
 - **Tools:** Figma for wireframes and mockups
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MODULE 2: AGILE BASICS (Weeks 9-16)

Week 9-10: Introduction to Agile Understand the Agile mindset, learn when to use Agile vs traditional methods, and explore the principles that make Agile effective.

- Agile vs traditional methods
- Agile principles and values
- When to use Agile
- **Tools:** Basic project setup in Jira

Week 11-13: Scrum Fundamentals Dive into Scrum framework, understand different roles, and learn how to run effective ceremonies like daily standups and sprint reviews.

- Scrum roles (Product Owner, Scrum Master, Team)
- Basic Scrum ceremonies (Planning, Standup, Review, Retro)
- Understanding sprints
- **Tools:** Jira for Scrum boards, sprint planning

Week 14-15: Introduction to Kanban Master visual workflow management using Kanban boards to track work, manage bottlenecks, and improve team productivity.

- Kanban boards
- Work-in-progress limits
- Visual workflow management
- **Tools:** ClickUp for Kanban boards and task management

Week 16: Project Management Tools Practice Get hands-on experience with industry-standard tools, learn to create dashboards, track progress, and generate reports.

- Comparing Jira vs ClickUp
 - Creating dashboards
 - Basic reporting
 - **Tools:** Hands-on with both Jira and ClickUp
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MODULE 3: AI TOOLS BASICS (Weeks 17-20)

Week 17: Text-Based AI Tools Discover how AI tools like ChatGPT, Claude, and Gemini can boost your productivity in writing, research, and analysis tasks.

- Understanding AI and LLMs basics
- ChatGPT for writing and analysis
- Claude for documentation
- Google Gemini for research
- **Tools:** ChatGPT, Claude, Gemini (practical exercises)

Week 18: Basic Prompt Engineering Learn the skill of writing effective prompts to get better responses from AI tools and automate repetitive BA tasks.

- How to write effective prompts
- Getting better AI responses
- Using AI for BA tasks
- **Tools:** Practice with ChatGPT, Claude, Gemini

Week 19: Video Generation AI Tools Explore cutting-edge AI video tools to create professional presentations, demos, and visual content without expensive equipment.

- Introduction to AI video creation
- Use cases for business presentations
- Basic video generation
- **Tools:** Sora (OpenAI), Veo (Google) demonstrations

Week 20: AI Ethics & Practical Application Understand responsible AI usage, learn about privacy concerns, and discover how to combine multiple AI tools for maximum efficiency.

- Using AI responsibly
- Privacy and security
- AI limitations
- Combining multiple AI tools
- **Tools:** Creating workflow with multiple AI tools

MODULE 4: PRACTICAL PROJECT (Weeks 21-26)

Week 21-22: Project Setup & Planning Apply everything you've learned by starting a real-world project, gathering requirements, and creating professional documentation.

- Working on a real project scenario
- Requirements gathering with AI assistance
- Creating project documentation
- **Tools:** Lucidchart, Figma, ChatGPT, Claude

Week 23-24: Project Execution Execute your project using Agile methodologies, run sprints, create deliverables, and collaborate with team members.

- Agile implementation
- Sprint cycles
- Creating deliverables
- **Tools:** Jira/ClickUp, Figma, AI tools

Week 25: Portfolio & Visual Presentation Build a professional portfolio showcasing your projects, create impressive presentations, and establish your online presence.

- Creating portfolio with project work
- Professional presentations
- Visual documentation
- **Tools:** Figma, Sora/veo for presentation videos, LinkedIn

Week 26: Job Preparation Get job-ready! We'll prepare you from making a winning CV to acing interviews, salary negotiation, and landing your first role.

- Resume writing with AI
- Portfolio review
- Interview preparation
- **Tools:** ChatGPT/Claude for resume, portfolio website

TOOLS COVERED:

- **Project Management:** Jira, ClickUp
- **Design & Documentation:** Figma, Lucidchart
- **AI Text Tools:** ChatGPT, Claude, Gemini
- **AI Video Tools:** Sora, Veo
- **Collaboration:** Google Workspace basics

DELIVERABLES:

- Module 1: BRD + Process map (Lucidchart) + Wireframe (Figma)
- Module 2: Complete Jira/ClickUp project workspace
- Module 3: AI-assisted documentation examples + Video demo
- Module 4: Final project portfolio using all tools