

# Workday Business Analysis Training and Placement Program

## COURSE DETAILS DOCUMENT

• **LIVE** Live - Online



In-person



Private Team Training

### Prerequisites

Truly speaking there are no absolute prerequisites to become a successful Workday business analyst. But it would be nice to have the following to become a successful business analyst:

- Basic computing skills (MS Office like Word, Excel and PowerPoint).
- Decent communication skills (verbal and writing in English).
- Comfortable talking to people.

If you have these three things, we guarantee to transform you into a Workday business analyst.

*As organizations modernize their Human Capital Management (HCM) and Financial Management systems, Workday has emerged as a leading cloud-based enterprise solution for managing workforce, finance, and planning functions. With its unified data model and intuitive user interface, Workday enables businesses to streamline operations, improve decision-making, and enhance employee experiences.*

*However, implementing and optimizing Workday solutions requires more than just technical configuration. It demands skilled Business Analysts who can effectively translate organizational needs into system requirements, align stakeholders, and support the successful delivery of Workday modules across HR, payroll, recruiting, finance, and more.*

*The role of Workday Business Analyst is essential in bridging the gap between business teams and Workday technical consultants. These professionals gather requirements, document processes, configure functional specifications, and ensure that business goals are achieved through thoughtful system design and implementation.*

*Recognizing the growing market demand, Skillcubator's Workday Business Analyst Training Program is designed to equip aspiring analysts and career professionals with practical knowledge of business analysis techniques alongside in-depth exposure to Workday functionalities. The program focuses on real-world application, hands-on labs, and role-based case studies that prepare participants to confidently contribute to Workday implementation and support projects from day one.*

*Whether you are an HR professional, business analyst, IT consultant, or someone looking to break into the Workday ecosystem, this course provides a structured pathway to becoming a job-ready Workday Business Analyst.*

*This course prepares you for Business Analyst roles in Guidewire implementation projects. This is an independent training program and not affiliated with Guidewire Software, Inc.*

## Is This Program Right for You?

This program is ideal for individuals who are looking to specialize in business analysis within the Workday ecosystem, whether they're entering the field or upskilling for career advancement. You'll benefit from this training if you are:

- Aspiring Business Analysts who want to build a career in Workday implementations across HCM, payroll, or finance modules.
- Current Business Analysts or System Analysts seeking to expand their knowledge into Workday projects.
- HR or Payroll Professionals who want to transition into a more analytical, system-facing role.
- Workday Admins, Consultants, or Developers looking to enhance their functional and analytical capabilities.
- Career Changers or Recent Graduates aiming to enter the high-demand world of ERP and cloud-based business systems.

If you're passionate about aligning technology with business processes, especially in HR and finance domains, this program will provide the tools and experience needed to thrive as a Workday Business Analyst.

## Course Objective:

The Workday Business Analyst Training Program aims to equip participants with the technical knowledge, analytical skills, and business acumen needed to play a key role in Workday-driven digital transformation projects. By the end of this course, learners will be able to:

- Understand the Workday ecosystem and core modules, including HCM, Payroll, Recruiting, and Financials.
- Perform detailed business requirements gathering, gap analysis, and stakeholder communication.
- Translate business processes into Workday configurations and functional documentation.
- Assist in system testing, validation, and deployment support.
- Navigate and analyze Workday reports, dashboards, and data structures.
- Apply Agile and hybrid project management methodologies in Workday project environments.
- Develop a professional portfolio with case studies, project documentation, and interview preparation tools

This course is structured to ensure you are job-ready for roles such as Workday Business Analyst, Functional Consultant, HCM Analyst, or ERP Analyst, with strong placement support from Skillcubator.

# Course Outline

## Module 1

### 1. Introduction to Workday & Business Analysis

- 1.1. What is Workday? Overview and Market Relevance.
- 1.2. Key Modules: HCM, Financials, Recruiting, Payroll.
- 1.3. Role of a Workday Business Analyst.
- 1.4. Business Analyst Skills & SDLC.
- 1.5. Workday Cloud Architecture & Security.

### 2. Workday HCM Fundamentals

- 2.1. Core HCM Concepts.
- 2.2. Workday Organizations: Supervisory Org, Cost Centers, Location Hierarchies.
- 2.3. Staffing Models & Job Profiles.
- 2.4. Compensation Structures.
- 2.5. Business Process Configuration (Hire, Termination, etc.).
- 2.6. Workday Navigation & Worklets.

### 3. Business Analysis Core Skills

- 3.1. Requirements Elicitation Techniques (Interviews, JADs, Workshops).
- 3.2. Writing Business Requirements Document (BRD).
- 3.3. Use Case & User Stories for Workday Projects.
- 3.4. Creating Process Flows & Diagrams (BPMN).
- 3.5. Traceability Matrix and Change Management.

### 4. Workday Functional Configuration & Reporting

- 4.1. Business Process Setup & Customization.
- 4.2. Condition Rules and Notifications.
- 4.3. Report Writer Basics: Custom Reports & Calculated Fields.
- 4.4. Workday Studio & Integrations (Intro for Analysts).
- 4.5. Security Groups and Domains – Functional Understanding.

## Module 2

### 5. Workday Implementation Life Cycle

- 5.1. Workday Implementation Phases: Plan > Architect > Configure > Test > Deploy.
- 5.2. Project Roles: BA, Consultant, Architect, Tester.
- 5.3. Tenant Access – Sandbox & Implementation Tenant.
- 5.4. Data Conversion & Validation Overview.
- 5.5. Testing Activities – Unit Testing, SIT, UAT Support.

### 6. Agile & Workday Projects

- 6.1. Agile in Workday Projects: Scrum Basics.
- 6.2. Writing Epics, Features, and Stories for Workday.

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- 6.3. JIRA for Backlog Management.
- 6.4. Sprint Ceremonies and Workday BA's Role.

## 7. Resume, Interview & Job Placement Support

- 7.1. Resume Writing for Workday BA Roles.
- 7.2. LinkedIn Profile Optimization.
- 7.3. Common Interview Questions for Workday Bas.
- 7.4. Mock Interviews and Feedback.
- 7.5. Real-World Scenarios and Case Studies.
- 7.6. Support for Job Applications and Placement.

## 8. Capstone Project (Week 11–12)

Project: Simulate a Workday implementation for a fictitious company.

- 8.1. Business Requirement Document (BRD), Functional Requirements Document (FRD).
- 8.2. Process Flow Diagram.
- 8.3. User Stories in JIRA.
- 8.4. Sample Reports and Test Cases.
- 8.5. Final Presentation.

# Software/Tools Used for this training

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|---|---|
| <ul style="list-style-type: none"> <li>• Workday HCM Tenant (Practice Access).</li> <li>• Microsoft Office (Word, Excel, PowerPoint), Google Docs (Documentation).</li> <li>• Microsoft Visio, Gliffy, Lucidchart, Draw.io (Process Flows).</li> <li>• Bizagi, Camunda, Bonita, Signavio, Draw.io, Microsoft Visio (BPMN workflows).</li> </ul> | <ul style="list-style-type: none"> <li>• Balsamiq, Mockflow (Prototyping-wireframe/mockups).</li> <li>• JIRA / Confluence (Agile Project Mgmt.).</li> <li>• Excel (Data Mapping &amp; Validation).</li> </ul> |
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This course will be taught by an highly experienced professionals in Workday domain with 15 plus years of corporate experience.

## Duration

### Weekend Batch

- 10-12 weeks (Saturday and Sunday from 11:00 AM EST to 2:00 PM EST).

### Weekday Batch

- 10-12 weeks (Monday, Tuesday and Thursday from 08:00 PM EST to 10:00 PM EST).
- (Core Training Hours: 60 hours)

## Fees

**1500 USD + 5.3% Sales Tax**

(13.5% GST is applied instead of 5.3% for Canadian candidates).

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