

[A] EXPERIENCE DOCUMENTATION

BUSINESS ANALYSIS WORK TITLE	ERP RE-IMPLEMENTATION, DATA MIGRATION/UPDATE & PROCESS CAPTIONING AND IMPROVEMENT.
BUSINESS ANALYSIS PURPOSE (Summary of reason for BA)	IT WAS DISCOVERED THAT DATA EXISTING ON THE ERP WAS INACCURATE AND PROCESSES WERE UNCOMPLETED
WHAT WAS DONE AT EACH STAGES	
BUSINESS ANALYSIS PLANNING & MONITORING	Defined the scope of re-implementing the ERP. Conducted stakeholder analysis. Identified timelines and milestones for data mining and integration in each department. Scheduled team meetings over the duration between stakeholders.
ELICITATION & COLLABORATION	Prepared for requirements elicitation. Met stakeholders involved. Conducted elicitation activities. Facilitated requirements workshop. Validated elicitation results.
REQUIREMENT LIFE CYCLE MANAGEMENT	Prepared and conducted project progress presentation for senior management. Adjusted scope based on changes to requirements. Conducted a presentation of the requirements to stakeholders.
STRATEGY ANALYSIS	Defined the business needs. Identify business problem or opportunity. Determined gap(s) in capabilities to meet the business needs. Conducted feasibility studies for solution options to determine reasons for uncompleted processes.
REQUIREMENT ANALYSIS & DESIGN DEFINITION	Worked closely with stakeholders, including end-users and clients, to elicit and understand their needs, expectations, and pain points related to the app. Determined priority and relative importance of requirements. Organized requirements so that they are understood by all stakeholders. Documented dependencies and interrelationships between requirements. Verified requirements Created training materials Created user guides/manuals
SOLUTION EVALUATION	Determined organizational readiness to effectively operate the new solution. Created the re-implementation plan. Tracked and managed the defects. Defined transition requirements to improve usage. Delivered training.

ORGANIZATION (COMPANY) FOR WHICH PROJECT WAS MANAGED

JOB TITLE	BUSINESS INTELLIGENCE ANALYST		
ORGANIZATION NAME	DO. II DESIGNS LIMITYED	ORGANIZATION ADDRESS	OREGUN ROAD
CITY	LAGOS STATE	PHONE NUMBER & EXTENSION	
COUNTRY	NIGERIA	STATE	LAGOS

[B]EXPERIENCE DOCUMENTATION

BUSINESS ANALYSIS WORK TITLE	APPLICATION DEVELOPMENT
BUSINESS ANALYSIS PURPOSE (Summary of reason for BA)	DEVELOP AN APPLICATION THAT ALLOWS FOR ON DEMAND ERRANDS
WHAT WAS DONE AT EACH STAGES	
BUSINESS ANALYSIS PLANNING & MONITORING	Decided on the methodologies, tools, and techniques that will be used for gathering requirements, conducting analysis, and making decisions. Identified the necessary resources (human, technological, and financial) required for effective business analysis. Monitored and managed changes to requirements throughout the app development life cycle. Established a communication plan to ensure all stakeholders are kept informed about the analysis process and its outcomes. Regularly communicated the status of activities, findings, and progress to stakeholders and project manager.
ELICITATION & COLLABORATION	Identified stakeholders Chose appropriate elicitation techniques based on the stakeholders and the information required. Conducted elicitation activities Developed user stories to capture specific user needs and scenarios. Used prototypes and mock-ups to present visual representations of the app's potential design and functionality.

	Ensuring that communication channels are clear and that everyone understands the project's goals, scope, and progress.
REQUIREMENT LIFE CYCLE MANAGEMENT	Document the gathered requirements in a clear and concise manner using user stories, use cases, and functional/non-functional requirements. Analyzed and prioritize the requirements based on their business value, technical feasibility, and impact on the app's success. Tracked the origins of requirements and ensured that each requirement is addressed.
STRATEGY ANAYLYSIS	Collaborated with business stakeholders, product owners, and executives to gain insights into their vision and long-term plans. Conducted research on the target market, competitors, and industry trends. Ensured that the app's features, revenue models, and pricing strategies align with the organization's business model and financial goals. Continuously reviewed the project's alignment with the business strategy.
REQUIREMENT ANALYSIS & DESIGN DEFINITION	Created design specifications. Collaborated with architects and technical experts to define the overall system architecture, including the selection of databases, and third-party integration. Involved in creating prototype versions of the app to validate design decision from stakeholders
SOLUTION EVALUATION	Worked with stakeholders and project sponsors to establish clear and measurable evaluation metrics. Collected data on the apps performance and usage. Gathered feedback directly from end-users to understand their satisfaction level with the app. Collaborated with the development team to implement improvements and enhancements based on the evaluation findings.

ORGANIZATION (COMPANY) FOR WHICH PROJECT WAS MANAGED

JOB TITLE	DATA ANALYST		
ORGANIZATION NAME	LORD AND BRANDS	ORGANIZATION ADDRESS	LAGOS
CITY	LAGOS	PHONE NUMBER & EXTENSION	
COUNTRY	NIGERIA	STATE	LAGOS

[C] EXPERIENCE DOCUMENTATION

BUSINESS ANALYSIS WORK TITLE	SCHOOL WEBSITE APPLICATION AND USER MANUAL
BUSINESS ANALYSIS PURPOSE (Summary of reason for BA)	FOR EFFICIENT ADMINISTRATION, PARENT TEACHER INTERACTION AND COMPETITIVE ADVANTAGE
WHAT WAS DONE AT EACH STAGES	
BUSINESS ANALYSIS PLANNING & MONITORING	<p>Defined the scope, objectives, and deliverable for the web application and user manual. Identified stakeholders, including school staff, students, and administrators, and understand their needs and expectations.</p> <p>Created a schedule that outlined the activities, resources, and timelines for the project. Established a communication plan to ensure effective collaboration and feedback throughout the development process.</p>
ELICITATION & COLLABORATION	<p>Conducted interviews and workshops with key stakeholders to gather requirements for the web application and user manual.</p> <p>Utilized surveys and questionnaires to reach a wider audience and collect additional insights.</p> <p>Collaborated with school staff and IT personnel to understand existing processes and systems that the application needs to integrate with.</p>
REQUIREMENT LIFE CYCLE MANAGEMENT	<p>Documented the gathered requirements in a clear and organized manner, ensuring it is traceable and proper control.</p> <p>Organized requirements based on their importance and feasibility for the web application and user manual.</p> <p>Establish a change management process to handle any modifications to requirements throughout the project.</p>
STRATEGY ANALYSIS	<p>Analyzed the school's strategic goals and objectives to align the web application with the overall mission of the institution.</p> <p>Identified opportunities for the application to improve school processes, such as student enrollment, publicity, course management, and communication with parents.</p>
REQUIREMENT ANALYSIS & DESIGN DEFINITION	<p>Analyzed the documented requirements to identify any gaps, inconsistencies, or conflicts. Collaborated with the development team to design the architecture and user interface of the web application.</p> <p>Defined user roles and access levels within the application and determine the flow of user interactions.</p>
SOLUTION EVALUATION	<p>Developed a testing plan to evaluate the functionality and usability of the web application.</p> <p>Gathered feedback from school staff, students, and administrators during user acceptance testing.</p>

	Assessed the effectiveness of the user manual in guiding users on how to interact with the web application.
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ORGANIZATION (COMPANY) FOR WHICH PROJECT WAS MANAGED

JOB TITLE	INSTRUCTOR AND ADMINISTRATIVE ASSISTANT		
ORGANIZATION NAME	MASTERS SECONDARY SCHOOL	ORGANIZATION ADDRESS	AWKA, ANAMBRA STATE
CITY	AWKA	PHONE NUMBER & EXTENSION	
COUNTRY	NIGERIA	STATE	ANAMBRA STATE