

National Institute of Business Management
School of Computing and Engineering
Course work | Assessment Announcement Sheet



Course Name	Higher National Diploma in Information Systems		
Module Name	Business Analysis		
Batch	24.1FT		
Learning Outcomes Covered (Mention according to the Module Descriptor)	1. Understand what business analysis is and role of a business analyst		
	2. Understand the capabilities of a business analyst and improvements		
	3. Identify the business strategy and analyze the current status of a business		
	4. Understand the Business process models		
	5. Understand the investigation techniques and which methods are suitable for given scenarios		
	6. Identify the stakeholders and stakeholder management		
	7. Analyze the business processes and provide solutions and improvements		
	8. Conduct Gap analysis and defining business architecture		
	9. Conduct feasibility analysis and solution justification		
	10. Conduct requirement analysis for business solution		
	11. Prepare the requirement documentation		
	12. Define and prepare the solution data modeling		
	13. Understand the role of business analysts in different delivery models		
	14. Deliver business solutions and benefits		
Assessment CW No			
Assesement Mode	Individual Group	Group (if it is group mode only)	
		Group Size	Grouping Criteria
		Maximum of 4 Members	Students are allowed to select their group members according to their preferences
Assesement Type	Practical Test Report Software Presentation VIVA MCQ		
	If other specify		
Hand in Date Time	13/11/2024		
Hand out Date Time	23/11/2024		
Submission Details (Format and Location)	Submit the report .pdf file to the LMS on or before the deadline.		
Plagiarism Criteria	20%		

Assesement | CW Description

Objective:

This assignment requires students to select a business scenario of their choice, analyze it using IT business analysis techniques, and create a detailed report. The report should follow the structure of a professional IT business analysis document, demonstrating proficiency in analyzing business needs and proposing solutions.

Description:

Choose a business scenario relevant to IT (e.g., implementing a new software system, improving IT infrastructure, migrating to the cloud, or enhancing cybersecurity). Using this scenario, develop a comprehensive business analysis report including the following:

- An executive summary summarizing the purpose, key findings and recommendations.
- An Introduction by providing an overview of the organization, selected scenario, existing problem goals and objectives.
- Gap Analysis to identify the differences between current and future states clearly. Discuss challenges, opportunities or solutions that you may come across when closing the gaps.

- Stakeholder analysis to identify the stakeholders, their involvement and impact on the changes. Define strategies on how you are going to manage stakeholders.
- Requirements specification: outlining function and non-functional requirements. Use different elicitation techniques to discover requirements.
- Use user stories and wireframes to visualize stakeholder expectations.
- Use process models to describe current processes and identify the pain points. Suggest improvements and draw suggested process models to describe the future processes.
- Identify solutions that can be used to address business needs. Conduct a feasibility study to evaluate those options and provide your recommendations (use of custom-made applications, readymade /off-the-shelf applications).
- Perform risk analysis to identify potential risks, their impact and mitigation strategies that you want to follow when implementing the change.
- Devise a strategy for implementing and managing the changes in the organization. Discuss the strengths, weaknesses and your strategy to overcome them.
- Project closure describing a comprehensive review of the project's outcomes.

Marking Rubric

Criteria	Weight	0% - 39%	40% - 49%	50% - 59%	70% +
Requirement Identification and Scenario Relevance	10%	- Unclear or incomplete understanding of the scenario. - Minimal or no relevance to IT business analysis.	- Partial understanding of the scenario. - Limited relevance to IT business analysis.	- Good understanding of the scenario with minor errors. - Relevant to IT business analysis.	- Comprehensive understanding of the scenario. - Fully relevant to IT business analysis.
Gap Analysis and Stakeholder Analysis	15%	- Poorly described gaps and stakeholders. - Missing or irrelevant strategies for engagement.	- Some gaps identified with limited analysis. - Stakeholder analysis lacks depth.	- Detailed gap and stakeholder analysis with minor omissions.	- Comprehensive gap and stakeholder analysis, including robust engagement strategies.
Process Model	15%	- Incorrect or incomplete process models. - Inefficiencies not identified.	- Basic process models with limited accuracy. - Limited identification of inefficiencies.	- Good process models with key inefficiencies identified.	- Accurate and well-detailed process models with all inefficiency and improvements clearly articulated.
Requirements Specification	15%	- Few or no requirements identified. - Unclear or irrelevant requirements.	- Limited requirements identified with minimal prioritization.	- Good requirements specification with clear prioritization and minor errors.	- Comprehensive requirements specification with clear, justified prioritization and adherence to best practices.
Business Case	20%	- Poor or incomplete business case. - Benefits, costs, and risks not analyzed.	- Basic business case with limited analysis of benefits, costs, and risks.	- Good business case with adequate analysis and minor omissions.	- Excellent business case with comprehensive analysis of benefits, costs, and risks,

					including financial projections.
Report Presentation (Formatting and Structure)	10%	<ul style="list-style-type: none"> - Unstructured or unclear report. - Not in the standard format. 	<ul style="list-style-type: none"> - Report is in the standard format but lacks polish and clarity. 	<ul style="list-style-type: none"> - Well-structured and formatted report with minor errors. 	<ul style="list-style-type: none"> - Exceptionally clear, professional, and well-structured report adhering to all formatting standards.
Overall Presentation and Communication (Viva)	15%	<ul style="list-style-type: none"> - Poor understanding of concepts. - Poor communication skills. 	<ul style="list-style-type: none"> - Average understanding of concepts. - Communication is basic. 	<ul style="list-style-type: none"> - Good understanding of concepts and confident communication. 	<ul style="list-style-type: none"> - Excellent understanding of concepts with clear, professional, and confident communication.