**Role title**: Business Analyst

**Brief role description**: you should liaise with the client, project manager and development team in order to establish and write up the project’s requirements and scope.

# Personal objectives:

|  |  |  |  |
| --- | --- | --- | --- |
| Objectives | Evidence provided in self-appraisal document | Sprint 1 | Sprint 2 |
| Requirement analysis | See procedure CDP07 | ✓ | ✓ |
| Scoping | See procedure CDP07 | ✓ |  |
| Functional testing | See procedure CDP07 |  | ✓ |
| Collaboration | See procedure CDP06 | ✓ | ✓ |
| Attendance | See procedure CDP01 | ✓ | ✓ |

# Personal skills:

* Ability to understand exactly what customers require
* Excellent communication skills, both written and verbal
* A high level of business acumen
* Proactive, self-motivated, logical and objective
* Ability to work well under pressure, as part of a team or alone

# Relevant Procedures:

* CDP01 – Attendance
* CDP06 – Collaboration
* CDP07 – Business Analysis