Business Analysts' Training Plan

Section 1: Occupational Information

JOB TITLE: **OJT SYSTEMS ANALYSTS**	
JOB DESCRIPTION: Your goal as a BA is to understand how companies work and to enable companies to reach their potential by helping them articulate and meet goals, recognize and take advantage of opportunities, or identify and overcome challenges. As a Business Analyst, you do not actually perform the activities to build the solution, nor do you actually manage the process to build the solution or test the solution. Instead, you identify the activities that enable the company (with your expert help, of course) to define the business problem or opportunity, define what the solution looks like, and define how it should behave in the end. As the BA, you lay out the plans for the process ahead.	
REQUIRED JOB SKILLS FOR OCCUPATION:	**STARTING CAPABILITY:** **DATE MEASURED**
1. BUSINESS MANAGEMENT & ANALYSIS The foundations of Systems Analysis comes from the analytical skills of the person. This will allow them to quickly understand how the system works from manual processes to automated ones.	NOT SKILLED: ☐ SOME SKILL: ☐ SKILLED: ☐
2. PROBLEM SOLVING There is a difference between solving problems for the sake of solving it than finding ways to innovatively implement the solution. You must be able to improve on currently working solutions that will benefit and solve the problems of our clients.	NOT SKILLED: ☐ SOME SKILL: ☐ SKILLED: ☐
3. RESEARCH & BENCHMARKING Learning from other people's mistakes is important so as to reduce the risks and save on resources. Benchmarking is learning a competitor's SWOT and knowing what people hate or like about them.	NOT SKILLED: ☐ SOME SKILL: ☐ SKILLED: ☐
4. WRITING & SPEAKING	NOT SKILLED: ☐ SOME SKILL: ☐

One's ideas / solutions are worth nothing if nobody understands them. As a BA you must be able to communicate clearly at all levels of the company and with other stakeholders.	SKILLED: ☐

Section 2: Training Information

SKILLS TO BE LEARNED:	ESTIMATED TRAINING HOURS:	END CAPABILITY DATE MEASURED
1. BUSINESS ANALYSIS METHODOLOGY As per physics theory, everything in the universe has a bias to pass from a well ordered state to a disordered state due to the law of entropy. This is also valid for product development projects. To prevent disorder and chaos, project teams should apply a methodology.	8 HOURS / DAY	BEGINNING: ☐ INTERMEDIATE: ☐ SKILLED: ☐
2. FIRST PRINCIPLES THINKING Sometimes called "reasoning from first principles," the idea is to break down complicated problems into basic elements and then reassemble them from the ground up. It's one of the best ways to learn to think for yourself, unlock your creative potential, and move from linear to non-linear results.	8 HOURS / DAY	BEGINNING: ☐ INTERMEDIATE: ☐ SKILLED: ☐
3. USER EXPERIENCE (UX) UX is how a user interacts with and experiences a product, system or service. It includes a person's perceptions of utility, ease of use, and efficiency.	8 HOURS / DAY	BEGINNING: ☐ INTERMEDIATE: ☐ SKILLED: ☐
4. USER EXPERIENCE (UX) DESIGN UX Design is the process design teams use to create products that provide meaningful and relevant experiences to users. This involves the design of the entire process of acquiring and integrating the product, including aspects of branding, design, usability and function.	8 HOURS / DAY	BEGINNING: ☐ INTERMEDIATE: ☐ SKILLED: ☐
LIST TOOLS NEEDED FOR TRAINING: 1. GOOGLE WORKSPACE 2. MS OFFICE 3. SKYPE		

Section 3: TRAINING PLAN INFORMATION AND INSTRUCTIONS

PREREQUISITES

1. Memorandum Of Agreement(School to Pixel8)
2. Non-Disclosure Agreement(Pixel8 to OJTs)
3. Participation in Basic Software Development Program

An introduction to Software Development technologies that focuses on Javascript Frameworks and Git version control utilization. The program will help the OJTs to understand what technologies they will be using to accomplish their tasks during the internship.

VIRTUAL INTERNSHIP

1. Work from home setup

   In compliance with the 50% workforce office capacity set by the local government unit ,the OJTs are not allowed to go in the office, therefore work from home setup will be implemented . The OJTs must have a desktop unit or laptop and stable internet connection to their tasks given by their trainer or supervisor

2. Accounts
   a. Google Account
   b. Skype for communication
   c. Adobe Account
3. Tasks
   a. Recording of Tasks in timesheet
   b. Daily Reporting

Section 4: TRAINING OUTCOMES

OJT's Starting Capability:
1. Knows a little bit about Business Analysis.
2. Knows how to use search engines and research.
3. Knows how to use the Google Suite.

OJT's Ending Capability:
1. UNderstand fully what a Business Analyst does, and the methodology to perform its responsibilities.
2. Knows how to use First Principles Thinking in solving problems.
3. Knows the basic principles of User Experience Design.
4. Knows how to do UX Designing.
5. Can benchmark systems and breakdown features and processes.