**1. Learn the Basics of Business Analysis**

* **Day 1-3:** Start with online courses or crash courses on platforms like LinkedIn Learning, Coursera, or Udemy. Focus on the fundamental concepts of business analysis, including requirements gathering, process mapping, and stakeholder management.
* **Key Topics:**
  + Business Analysis Frameworks (BABOK)
  + Requirement Elicitation Techniques
  + Process Modeling (e.g., BPMN)
  + SWOT Analysis

**2. Get Familiar with Business Tools**

* **Day 4-5:** Learn how to use essential tools that business analysts commonly use, such as:
  + **Microsoft Excel:** For data analysis and reporting.
  + **JIRA or Trello:** For project management and tracking.
  + **Lucidchart or Visio:** For creating flowcharts and process diagrams.
  + **SQL:** Basic querying for data analysis.

**3. Understand the Industry and Domain**

* **Day 6-7:** Research the industry you want to work in (e.g., finance, healthcare, IT) and learn about its specific business processes and challenges. This domain knowledge will make you more effective as a business analyst.
* **Case Studies:** Read case studies related to business analysis in your chosen industry.

**4. Develop Soft Skills**

* **Day 8-9:** Work on essential soft skills such as communication, problem-solving, and critical thinking. Practice writing clear and concise reports or presenting findings.

**5. Practice with Real or Simulated Projects**

* **Day 10-12:** Apply your knowledge by working on a real or simulated project. If you have access to a workplace, offer to assist with a small project or work on a case study that simulates business analysis tasks.
* **Networking:** Reach out to experienced business analysts for advice or mentorship. Join online forums and LinkedIn groups related to business analysis.

**6. Prepare Your Resume and LinkedIn Profile**

* **Day 13-14:** Update your resume and LinkedIn profile to reflect your new skills. Highlight any relevant experience, even if it's from a different field, and emphasize transferable skills.

**7. Prepare for Interviews**

* **Day 14:** Prepare for business analyst interviews by practicing common interview questions. Focus on articulating your understanding of business analysis processes, tools, and how you would apply them in a real-world setting.

**Optional: Certification**

* While not feasible in two weeks, you could start studying for certifications like ECBA (Entry Certificate in Business Analysis) to pursue later.

While two weeks is very short, this plan will set you on the right path. After this period, continue learning and gaining experience to fully transition into a business analyst role.

**Week 1: Onboarding and Understanding the Company**

**Day 1-2: Introduction and Onboarding**

* **Meet with Your Manager:** Have a detailed conversation with your manager to understand your responsibilities, expectations, and key deliverables.
* **Onboarding Process:** Complete any HR-related onboarding activities, including setting up your workstation, getting access to necessary tools, and understanding company policies.

**Day 3-4: Company and Industry Orientation**

* **Company Overview:** Learn about the company’s mission, values, and organizational structure. Understand the industry in which the company operates and its competitive landscape.
* **Meet Key Stakeholders:** Introduce yourself to key stakeholders you’ll be working with, including project managers, developers, and other business analysts. Understand their roles and how they interact with you.

**Day 5: Review Existing Documentation**

* **Study Existing Documents:** Review any existing business requirements, process flows, project plans, and other relevant documentation. This will help you understand ongoing projects and how business analysis has been done so far.
* **Tool Familiarization:** Start exploring the tools and software your team uses (e.g., JIRA, Confluence, Excel, Tableau, etc.). If you're unfamiliar with any tools, start learning them.

**Week 2: Engaging with Projects and Developing Skills**

**Day 6-7: Understand Current Projects**

* **Project Kickoff Meetings:** Attend project meetings to understand the scope, objectives, and current status of ongoing projects. Take detailed notes on what’s being discussed and who the key players are.
* **Ask Questions:** Don’t hesitate to ask questions during meetings or one-on-one sessions. Clarify anything you don’t understand, whether it’s related to business processes, project goals, or specific terminology.

**Day 8-9: Analyze and Contribute**

* **Start Contributing:** Begin to contribute to small tasks like gathering requirements, documenting processes, or updating project plans. Use this as an opportunity to apply what you’ve learned.
* **Shadow Senior Analysts:** If possible, shadow a senior business analyst to see how they handle their tasks and interact with stakeholders.

**Day 10: Build Relationships and Network**

* **Build Relationships:** Focus on building good relationships with your team members and stakeholders. Effective communication and collaboration are key to your success.
* **Networking:** Engage with other business analysts within the company to understand best practices and tips for success in your new role.

**Day 11-12: Review and Plan**

* **Review Progress:** Reflect on what you’ve learned and how you’ve contributed in your first two weeks. Identify areas where you need more understanding or improvement.
* **Plan Next Steps:** Create a plan for the coming weeks. Identify key areas where you need to focus, whether it’s deepening your understanding of the business, mastering a new tool, or taking on more responsibility in ongoing projects.

**Ongoing:**

* **Continuous Learning:** Keep learning about the company’s processes, the industry, and business analysis methodologies. Sign up for any training or workshops offered by the company.
* **Feedback Loop:** Regularly seek feedback from your manager and peers to ensure you’re on the right track.

By following this plan, you’ll position yourself to make meaningful contributions early on and set a strong foundation for your role as a business analyst.