Roles and Responsibilities of a Business Analyst (BA):

- Identify stakeholders.

- Gather requirements.

- Prepare documentation.

- Create prototypes.

- Clarify issues raised by clients.

- Facilitate understanding between clients and developers.

- Provide user training for end-user products.

Dos and Don'ts for BA:

Never assume or imagine on your own.

 Ensure every communication is transparent and official.

Skills Required by BA

- Communication skills.

- Analytical skills.

- Problem-solving capability.

- Negotiation skills.

- Gap analysis.

- SWOT analysis.

- Comparative analysis.

- Questionnaire design.

- Brainstorming.

- Prototyping.

- JAD/RAD sessions.

- Initiation documents.

- System requirement specification documents.

- Business requirement specification.

- Functional requirement specification.

- Requirement traceability matrix.

- Use case specifications.

- Change request documents.

- Gap analysis documents.

Methods for Creating Documents:

- Flowchart.

- Activity diagram.

- Use case diagram.

- Sequence diagram.

- Collaboration diagram.

Additional Skills for BA Role:

- High analytical skills.

- Communication and problem-solving abilities.

- Stakeholder management.

- Technical knowledge.

- Understanding of STLC (Software Testing Life Cycle).

- Elicitation (discussion skills).

Daily Tasks of a BA

- Identify stakeholders.

- Plan BA activities.

- Define business needs.

- Assess current capabilities and gaps.

- Define scope of proposed systems.

- Develop business cases.

- Prioritize requirements.

Tools BAs Should Be Aware Of

- Excel.

- Microsoft Power BI / Tableau.

- Qlik Sense.

- MicroStrategy.