**REQ 77624 – Advanced Education – Sr. Business Analyst (Information Management Program)**

Directions (please read)

For **each** Mandatory Requirement and Desirable Skill or Attribute, unless otherwise requested, provide:

* The client work was performed for as well as the dates (month and year) and duration of the engagement
* A list of the project(s) and/or role(s) in which the candidate’s experience was obtained. Include a brief overview of the project/role and an achievement or result(s) specific to the requirement.
* A reference to the candidate’s resume where additional information pertaining to the requirement can be found.

Refer to the example responses below. Candidate responses should explicitly address the requirement and be structured as per the **Quality Response** table below. Avoid responses similar to those in the **Poor Responses** table.

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| --- | --- | --- | --- | --- |
|  | **Quality Response example provided for you to review before composing your responses to actual questions starting Page3** | | | |
| **Requirement** | | **Required Experience** | **Candidate Claimed Experience (years or project)** | **Candidate Response \*\*** |
| **M1** | Experience managing a minimum of three projects for an organization of equivalent size and complexity to the Government of Alberta. | 3 projects | 3 projects | Senior resource with 8 years of experience as a Senior Project Manager obtained from the following projects:  **ABC COMPANY: DEF Project, Senior Project Manager, December 2011- December 2014 (3 years).**  Project 1   * Brief overview of the project/role and the project budget. * Achievement or results pertaining to the requirement. * Reference to candidate resume where additional information pertaining to the requirement can be found.   **XYZ COMPANY: Senior Project Manager, November 2007-November 2011 (5 years).**  Project 1   * Brief overview of the project/role and the project budget. * Achievement or results pertaining to the requirement. * Reference to candidate resume where additional information pertaining to the requirement can be found.   Project 2   * Brief overview of the project/role and the project budget. * Achievement or results pertaining to the requirement. * Reference to candidate resume where additional information pertaining to the requirement can be found. |

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|  | |  | | | Poor Responses Example |
| Requirement | | Required Experience | Candidate Claimed Experience (years or project) | Candidate Response (Poor Responses – Risk Failure) | |
| M1 | Experience managing a minimum of three projects for an organization of equivalent size and complexity to the Government of Alberta. | 3 projects | 10 years | Senior resource with 10 years of experience. Company A: Mar.2011 to Jan. 2014 Company B: Nov 2001 to Feb. 2011 | |
| M1 | Experience managing a minimum of three projects for an organization of equivalent size and complexity to the Government of Alberta. | 3 projects | 300 months | 25 years as a project manager working on a variety of projects across several sectors. | |
| M1 | Experience managing a minimum of three projects for an organization of equivalent size and complexity to the Government of Alberta. | 3 projects |  | See E2 above. | |
| M1 | Experience managing a minimum of three projects for an organization of equivalent size and complexity to the Government of Alberta. | 3 projects | All projects | Refer to resume, pages 2, 3, 4, 5. | |

**REQ 77624 – Advanced Education - Business Analyst (Senior Business Analyst for the Information Management Program)**

**Candidate Name :**

**Mandatory Requirements**

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| --- | --- | --- | --- | --- |
|  |  | **\*Minimum Experience** | **\*Candidate Claimed Experience (years)** | **\*\*Candidate Response** |
| M1 | M1 - The proposed resource must meet or exceed one of the following:  • University graduation in CS, IT, business, management or a related discipline and 5-yr related experience;  OR  • 2-yr diploma in CS, IT, business, management or a related discipline and 6-yr related experience;  OR  • a 1-yr certificate in CS, IT, business, management or a related discipline and 7-yr related experience;  OR  • 8-yr directly Senior Business Analyst related experience. | 5 years |  |  |
| M2 | Must have designed and developed Entity Relationship Diagrams (data model design) for custom applications.  \* **Please include references to your resume and work experience where this has been done. Also include examples of this work in the resume.** | 5 years |  |  |
| M3 | Experience working with business users in collecting Key Performance Measures and defining key Metrics and KPI’s.  **\*Please describe the associated activities performed in the resume.** | 4 Years |  |  |
| M4 | Profound understanding of Informatiom Management technologies, software architecture, and life cycles.  **\*Please describe your relevant knowledge and experiences in the resume.** | 4 Years |  |  |
| M5 | Must have created and maintained source to target mappings information flow and data lineage documentation.  **\*Please describe the activites performed in the resume. ALL tasks must be demonstrated.** | 8 Years |  |  |
| M6 | Experience working as a Senior Business Analyst in a large-scale information management environment equivalent in size and complexity to the Government of Alberta | 8 Years |  |  |
| M7 | Experience eliciting requirements using interviews, document analysis, requirements workshops, surveys, site visits, business process descriptions, use cases, scenarios, business analysis, and business process modeling.  **\*ALL MUST be described specifically in the resume as well** | 8 Years |  |  |
| M8 | Experience analyzing requirements for the development of application and reporting solutions.  **\*Please describe the associated activities performed in the resume also** | 8 years |  |  |
| M9 | Indicate in the response column or the resume where the candidate has experience working closely with clients to assess and analyze their business needs, performing at least 4 of the following:  • interviewing business clients  • conducting impact analysis  • collecting business requirements  • plan, execute and facilitate change management  • developing communication plans  • developing vision documents | 8 years |  |  |
| M10 | Experience leading and conducting JAD sessions. | 5 years |  |  |
| M11 | Clearly indicate in the resume or the response column where the candidate has experience with projects spanning multiple technical environments including the following.   * Microsoft SQL Server with applications based on .NET. * Microsoft SharePoint with .NET application integration. * Production Controlled environments using Team Foundation Server, with builds\deployment, both automated and manual.   **\*All MUST be described specifically or you may be disqualified for missing one requirement.** | 5 years |  |  |
| M12 | Experience working with Microsoft SQL including developing and executing SQL statements  **\*Please describe the experience in the resume.** | 5 years |  |  |
| M13 | Must have designed and maintained data conversion specifications.  **\* Please describe the activities associated with data conversion specifications in the resume.** | 5 years |  |  |
| M14 | Available for an in-person interview in Edmonton | YES/NO |  |  |
| M15 | You must be available to write an ONLINE pre-qualification exam on March 14, 2018 between 9:00am - 1:00pm MT & must pass the exam to be considered for this requisition.   * confirm you have "REQUISITION 77624 EXAM DOCUMENT” * The exam link AND complete instructions is provided in the exam document | YES/NO |  |  |
| M16 | Confirm that you have completed a response to the ER Diagram Question provided to you as a separate document   * Failure to provide a complete response to the ER Diagram question will result in the submission being declined for non-compliance. | YES/NO |  |  |
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**Desirable Skills and Attributes**

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|  |  | **\*Minimum Experience** | **\*Candidate Claimed Experience (years)** | **\*\*Candidate Response** |
| D1 | Experience developing Business Cases or Business Case Summaries | 5 years |  |  |
| D2 | Experience preparing Privacy Impact Assessment documents. | 5 year |  |  |
| D3 | Experience in Business Process Reengineering | 5 years |  |  |
| D4 | Experience developing test scripts and testing plans and performing system testing | 5 years |  |  |
| D5 | Knowledge and experience with Data Marts and Star Schema’s | 3 years |  |  |
| D6 | Experience with Microsoft Dynamics CRM | 2 years |  |  |
| D7 | Excellent verbal and written communication skills and the ability to interact professionally with a diverse group, executives, managers, and subject matter experts.  - **Enter 0 - This is an EVALUATE IN INTERVIEW requirement** | 1 year |  |  |
| D8 | The ability to learn quickly, problem solve/troubleshoot, work independently and in a team.  - **Enter 0 - This is an EVALUATE IN INTERVIEW requirement** | 1 year |  |  |
| D9 | Experience with Information Technology Infrastructure Library (ITIL). | 3 years |  |  |
| D10 | Experience developing and delivering training materials | 5 years |  |  |
| D11 | The ability to: manage stress, manage conflict, communicate effectively (verbal and written)  - **Enter 0 - This is an EVALUATE IN INTERVIEW requirement** | 1 year |  |  |
| D12 | Do you have Canadian education (e.g. certificate, diploma or degree) or your foreign credentials certified by Immigration Canada, IQAS or any accreditation acceptable to the Government of Canada or Alberta? | YES/NO |  |  |
| D13 |  |  |  |  |
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\* A higher score is awarded in evaluation for demonstrated experience exceeding the minimum for ‘Mandatory Requirements’ and ‘Desirable Skill and Attributes’

\*\* Vendors may append to this matrix project descriptions, lessons learned and ‘hi-lites’ which demonstrate claimed experience

Answers provided by candidates to questions posed during the interview phase of the selection process are used to validate claims made in the written response and therefore may contribute to the final scoring.  The GoA may conduct reference checks of proposed candidates.  The GoA may contact references, including references other than those submitted by the proposed candidate.  The proposed candidate may be rejected if, in the opinion of the GoA, the proposed resource receives unsatisfactory references.

**Resource References**

Three references, for whom similar work has been performed should be provided with response or must be provided within one (1) Business Day, upon written request. The most recent reference should be listed first.

Reference checks may or may not be completed to assist with scoring of the proposed resource.

The Department reserves the right to contact the stated and other references without providing prior notification to the Pre-Qualified Contractor.

**Reference #1:**

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| --- | --- |
| Client Organization: |  |
| Contact Person: |  |
| Contact Role |  |
| Street Address: |  |
| Telephone #: |  |
| Email Address: |  |

**Reference #2:**

|  |  |
| --- | --- |
| Client Organization: |  |
| Contact Person: |  |
| Street Address: |  |
| Contact Role |  |
| Telephone #: |  |
| Email Address: |  |

**Reference #3:**

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| --- | --- |
| Client Organization: |  |
| Contact Person: |  |
| Contact Role |  |
| Street Address: |  |
| Telephone #: |  |
| Email Address: |  |