

11-Week Business Analyst Learning Plan

Week 1: Understand the Role & Industry

- Research what a Business Analyst (BA) does
- Study common BA roles in IT, finance, and operations
- Watch introductory videos (e.g., Simplilearn BA full course)
- Join LinkedIn BA groups and IIBA forums

Week 2: Learn BA Foundations

- Understand SDLC, Agile, Waterfall methodologies
- Learn requirements gathering basics
- Study functional vs non-functional requirements
- Read BABOK summary or ECBA prep guide

Week 3: Develop Analytical Skills

- Start learning SQL basics
- Practice problem-solving case studies
- Analyze simple business processes
- Use Excel for basic data manipulation

Week 4: Learn BA Tools

- Explore tools: JIRA, Confluence, Lucidchart/Draw.io
- Watch tutorials on documentation and process flows
- Practice creating wireframes and flowcharts

Week 5: Study Agile BA Concepts

- Understand Scrum and Agile BA roles
- Write sample user stories and acceptance criteria
- Practice backlog grooming and prioritisation

Week 6: Work on Communication Skills

- Practice stakeholder interview questions
- Record yourself explaining processes
- Review communication best practices for BAs

Week 7: Certification Prep

- Start ECBA or AgileBA certification course
- Take practice quizzes
- Join forums and ask questions

Week 8: Work on a Sample Project

- Create a mock business problem and solution
- Document requirements and wireframes
- Build a presentation for stakeholders

Week 9: Learn Basic BI Tools

- Install and explore Power BI or Tableau
- Create a sample dashboard using mock data
- Review charts and data visualization techniques

Week 10: Build Your Portfolio

- Create a portfolio with case studies and documents
- Document user stories, process maps, and flowcharts
- Upload to GitHub or create a simple website

Week 11: Job Preparation & Applications

- Polish resume and LinkedIn profile
- Apply to entry-level BA jobs or internships
- Prepare for interviews (BA-specific questions)

- Reach out to connections on LinkedIn