Roadmap to Become a Business Analyst

PHASE 1: Understand the Role

What does a Business Analyst do?

- Bridge between business stakeholders and tech teams

- Elicit, analyse, and document requirements

- Facilitate solutions, improve processes, and support decision-making

Key Skills:

- Requirements gathering

- Process modeling (e.g., BPMN)

- Stakeholder communication

- Problem-solving

- Data analysis

- Writing functional specs/user stories

PHASE 2: Learn the Foundations

Educational Background:

- Minimum: Bachelor's degree (any field; common: IT, Business, Commerce, Engineering, etc.)

- Optional: Master's in IT, Business, or Analytics

Core Concepts:

- SDLC & Agile methodologies (Scrum, Kanban)

- Business process modeling

- Requirements elicitation techniques

- Functional & non-functional requirements

- Basic SQL & data querying

- UML, use cases, wireframes, flowcharts

PHASE 3: Learn Key Tools

Modeling: Lucidchart, Draw.io, Visio

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Requirements: Confluence, JIRA, Azure DevOps

Data Analysis: Excel, SQL, Power BI, Tableau

Collaboration: Slack, MS Teams, Notion

Documentation: Word, Excel, Google Docs

PHASE 4: Get Certified

Entry-Level Certifications:

- ECBA - Entry Certificate in Business Analysis (IIBA)

- PMI-CBAP - Certified Business Analysis Professional

- CSPO - Certified Scrum Product Owner

- AgileBA - Foundation & Practitioner

PHASE 5: Gain Experience

Start with:

- Volunteer or student projects

- Freelance analysis for small businesses

- Simulate case studies

Entry Roles:

- Business Analyst Intern

- Junior Business Analyst

- Business/Data Analyst Assistant

- Project Coordinator

- QA Tester or Support Analyst

PHASE 6: Build Your Portfolio

- Document a few sample business cases (real or mock)

- Create user stories, process flows, and reports

- Use GitHub, Notion, or a personal website

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PHASE 7: Improve Soft Skills

- Critical thinking

- Communication & presentation

- Conflict resolution & facilitation

- Empathy & stakeholder management

PHASE 8: Job Hunting

Where to look:

- Seek, LinkedIn, Indeed, GradConnection

- Government/corporate graduate programs

Resume Tips:

- Tailor your CV to BA responsibilities

- Highlight transferable skills

- Add certifications, tools, and sample projects

PHASE 9: Continuous Learning

- Read BA books: BABOK Guide, Business Analysis for Dummies

- Follow communities: IIBA, BA Times, Modern Analyst

- Stay updated on Agile, data, AI, and tech trends

SUMMARY

1. Learn the Role & Concepts

2. Get foundational education

3. Master tools (SQL, diagrams, documentation)

4. Certify (e.g., ECBA or AgileBA)

5. Gain experience (internship, projects, BA-adjacent jobs)

6. Build a portfolio

7. Sharpen soft skills

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8. Apply for junior roles

9. Grow & specialise (Agile BA, Data BA, Product BA)