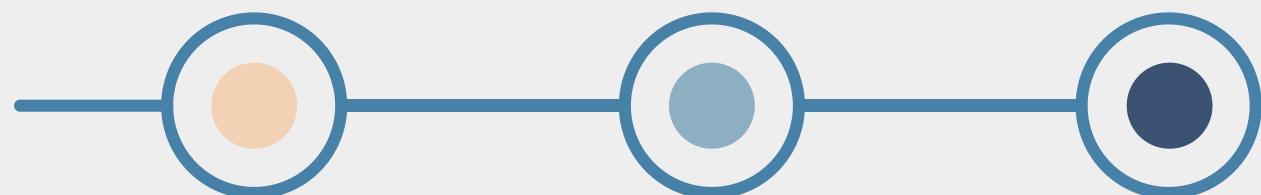


Simple Roadmap To Become A Business Analyst



By SHAILESH SHAKYA @BEGINNERSBLOG.ORG



Phase 1: Foundation (Months 1-3)

Month 1: Understand the BA Landscape

- **What is Business Analysis?** It's about understanding the needs of a business and helping them find solutions to their problems. Think of it as bridging the gap between what a business wants and how to make it happen.
- **The Business Analysis Process:** Learn the typical steps involved in a BA project, from planning and gathering information, to analyzing, designing solutions, and testing those solutions.

Key Business Analysis Techniques: Start with the basics:

- **SWOT Analysis:** Identify a business's Strengths, Weaknesses, Opportunities, and Threats.
- **PESTLE Analysis:** Analyze the Political, Economic, Social, Technological, Legal, and Environmental factors that might affect a business.
- **Brainstorming:** Generate creative ideas and solutions.
- Root Cause Analysis: Dig deep to understand the underlying causes of problems.

Recommended Resources:

- **Coursera:** "[Business Analysis Fundamentals](#)" ([University of British Columbia](#))
- **Udemy:** "[Business Analysis for Beginners: Learn BA Fundamentals](#)"
- **Book:** "Business Analysis for Dummies" by Laura Brandenburg

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Phase 1: Foundation (Months 1-3)

Month 2: Master Communication and Documentation

- **Communication Skills:** BAs are master communicators. You'll need to:
 - **Actively Listen:** Pay close attention to what others are saying, both verbally and non-verbally.
 - **Write Clearly:** Create easy-to-understand documents, reports, and emails.
 - **Present Effectively:** Share your findings and ideas in a clear and engaging way.
 - **Manage Stakeholders:** Work with different people, understand their needs, and keep them informed.
- **Documentation Skills:** Learn to create different types of documents:
 - **User Stories:** Short, simple descriptions of what users want from a system.
 - **Use Cases:** Detailed descriptions of how users will interact with a system.
 - **Requirements Documents:** Formal documents outlining what a system needs to do.
 - **Process Maps:** Visual diagrams showing the steps in a process.

Recommended Resources:

- **Coursera:** "[Communication Skills for Business Professionals](#)" ([University of Washington](#))
- **Book:** "Crucial Conversations: Tools for Talking When Stakes Are High"
- **Online Resources:** Templates and guides from websites like Atlassian Confluence and Modern Analyst
- **Tools:** Microsoft Word/Google Docs, draw.io, Lucidchart

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Month 3: Sharpen Your Analytical Skills

- **Problem-Solving:** BAs are expert problem-solvers. You'll need to:
 - **Identify Problems:** Recognize what's not working or what could be improved.
 - **Analyze Root Causes:** Figure out why a problem is happening.
 - **Generate Solutions:** Come up with creative ways to fix things.
 - **Evaluate Options:** Weigh the pros and cons of different solutions.
 - **Make Decisions:** Choose the best course of action.
- **Critical Thinking:** Learn to analyze information objectively, identify biases, and form your own judgments.
- **Recommended Resources:**
 - **Coursera:** "[Introduction to Logic and Critical Thinking](#)" (Duke University)
 - **Book:** "Thinking, Fast and Slow" by Daniel Kahneman

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Phase 2: Become a Data Expert (Months 4-9)

Months 4-6: Data Analysis Fundamentals

- **Understanding Data:** Learn about different types of data (numbers, text, dates) and what they mean.
- **Cleaning Data:** Ensure your data is accurate and ready for analysis. This often involves removing errors or inconsistencies.
- **Basic Statistics:** Learn simple statistical calculations (like averages and percentages) to understand data patterns.
- **Interpreting Results:** Draw meaningful conclusions from your data analysis.

Tools:

- **Microsoft Excel/Google Sheets:** Essential tools for basic data analysis and visualization.
- **SQL (Structured Query Language):** A powerful language for working with databases.

Recommended Resources:

- **Coursera:** "[SQL for Data Science](#)" ([University of California, Davis](#))
- **Udacity:** "[SQL for Data Analysis](#)"

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Phase 2: Become a Data Expert (Months 4-9)

Months 7-9: Advanced Data Skills

- **Data Visualization:** Learn to create charts, graphs, and dashboards to communicate data insights effectively.
 - **Tools:** Tableau: A popular data visualization tool.
 - **Power BI:** Microsoft's powerful business intelligence tool.
 - **Google Data Studio:** A free and user-friendly data visualization tool.
- **Process Modeling:** Use BPMN (Business Process Model and Notation) to create visual representations of business processes.
- **Requirements Prioritization:** Learn techniques like MoSCoW and Kano analysis to prioritize requirements.

Recommended Resources:

- **Coursera:** "[Data Visualization with Tableau Specialization](#) (University of California, Davis)"
- **Udemy:** "[Microsoft Power BI - Desktop to Dashboard](#)"
- **Book:** "Business Process Management" by Jeston and Nelis

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Phase 3: Gain Experience and Formalize Your Expertise (Months 10 onwards)

Months 10-12: Get Real-World Experience

- **Real-World Projects:** Actively seek opportunities to apply your skills on real projects. This could involve:
 - Volunteering for projects at work.
 - Taking on freelance gigs.
 - Contributing to open-source projects.
- **Internships:** If possible, pursue an internship specifically in a Business Analyst role.
- **Networking:** Attend industry events, connect with other BAs on LinkedIn, and join online communities (like the IIBA).

Month 13 onwards: Become a Certified BA and Land Your Dream Job

- **Certifications:** Consider getting certified to demonstrate your expertise:
 - Entry Certificate in Business Analysis (ECBA): Great for beginners.
 - Certification of Competency in Business Analysis (CCBA): More advanced, requires some experience.
- **Build a Portfolio:** Gather your best work samples, case studies, and project documentation to show potential employers.
- **Job Hunting:** Craft a strong resume and cover letter, practice your interviewing skills (using the STAR method), and actively apply for BA positions.

Recommended Resources: [IIBA Website](#): Official resources and study materials for ECBA and CCBA certifications.

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Project Ideas:

Beginner:

- Analyze your own personal or professional workflows to identify inefficiencies and propose improvements.
- Create a business plan for a new product or service.
- Collect and analyze data from a social media platform.
- Volunteer for a non-profit organization to help them improve their operations.

Advanced:

- Lead a cross-functional team to implement a new business process.
- Conduct a market research study.
- Develop a data-driven pricing model for a product or service.
- Design and implement a new IT system.

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More online certification courses

- **Business Analysis & Process Management**
(Coursera Project Network)
- **Business Analytics** (University of Pennsylvania)
- **Microsoft Power BI Data Analyst** (Microsoft)
- **Business Analytics with Excel: Elementary to Advanced** (Johns Hopkins University)
- **Business Analysis Fundamentals** (Microsoft)
- **Business Intelligence (BI) Essentials** (IBM)
- **IBM Business Intelligence (BI) Analyst** (IBM)
- **Business and Financial Modeling** (University of Pennsylvania)
- **Advanced Business Analytics** (University of Colorado Boulder)

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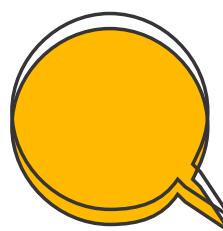


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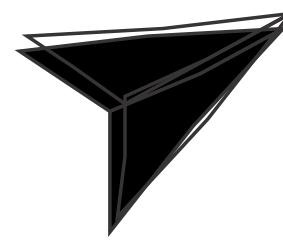
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