

# Understanding the Role of a Business Analyst

WHAT DOES A BUSINESS ANALYST DO?	A <b>Business Analyst (BA)</b> acts as a bridge between business stakeholders and technical teams. Their main goal is to <b>understand business needs, identify areas for improvement</b> , and facilitate the <b>implementation of solutions</b> that enhance business processes and efficiency.
KEY RESPONSIBILITIES	<ul style="list-style-type: none"><li>• <b>Gathering and documenting business requirements.</b></li><li>• <b>Analyzing and interpreting data</b> to provide actionable insights.</li><li>• <b>Creating detailed functional specifications</b></li><li>• <b>Facilitating communication</b> between stakeholders.</li><li>• <b>Ensuring solutions</b> meet business objectives.</li></ul>
SKILLS REQUIRED	<p>To excel as a Business Analyst, several <b>key skills</b> are necessary:</p> <ul style="list-style-type: none"><li>• <b>Analytical Thinking:</b> Ability to analyze data and identify trends.</li><li>• <b>Problem-Solving:</b> Ability to propose effective solutions to business challenges.</li><li>• <b>Communication:</b> Strong verbal and written communication skills to convey requirements and insights clearly.</li><li>• <b>Technical Proficiency:</b> Familiarity with software development processes and tools.</li><li>• <b>Project Management:</b> Ability to manage projects, timelines, and deliverables.</li><li>• <b>Interpersonal Skills:</b> Ability to work collaboratively with different teams and stakeholders.</li></ul>

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KEY  
DELIVERABLES

**Business Requirements Document (BRD)**

- A **BRD** outlines the **business objectives and requirements** for a project. It serves as a reference point for all stakeholders throughout the project lifecycle.

**Functional Requirements Document (FRD)**

- An **FRD** provides detailed specifications of the functionality required for a solution. It bridges the gap between business requirements and technical implementation.

**Data Analysis Reports**

- These reports present analyzed data in a structured format, offering insights that support decision-making and strategy formulation.

**User Stories**

- **User stories** describe the requirements from the perspective of end-users. They are often used in Agile methodologies to ensure that solutions meet user needs.

**Use Cases**

**Use cases** outline how users will interact with a system or application. They help identify functional requirements and guide the development process.

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## METHODOLOGIES

### Agile

- **Agile** is an iterative approach to project management and software development. It emphasizes flexibility, collaboration, and customer satisfaction. **Key practices** include:
  - Iterations/Sprints
  - Daily Standups
  - Backlog Management

### Waterfall

- **Waterfall** is a linear project management methodology where each phase must be completed before the next begins. It is well-suited for projects with clear, unchanging requirements.

### Scrum

- **Scrum** is an Agile framework that breaks down projects into sprints, typically lasting 2-4 weeks. **Key roles** include:
  - Product Owner
  - Scrum Master
  - Development Team

### Kanban

- **Kanban** is a visual project management method that focuses on continuous delivery without overburdening the team. **Key principles** include:
  - Visualize Work
  - Limit Work in Progress
  - Manage Flow

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## QUIZZES

### General Knowledge

- What is the **primary role** of a Business Analyst?
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  - Name three **key deliverables** of a Business Analyst.
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  - What **skills** are essential for a Business Analyst?
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## Methodologies

- Describe the main **difference between Agile and Waterfall methodologies**.
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  - What is the purpose of a **Scrum Master** in Scrum methodology?
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  - Explain the concept of "**Limit Work in Progress**" in Kanban.
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