Understanding the Role of a Business Analyst

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| WHAT DOES A BUSINESS ANALYST DO? | A **Business Analyst (BA)** acts as a bridge between business stakeholders and technical teams. Their main goal is to **understand business needs, identify areas for improvement**, and facilitate the **implementation of solutions** that enhance business processes and efficiency. |
| KEY RESPONSIBILITIES | * **Gathering** and **documenting business requirements**. * **Analyzing** and **interpreting data** to provide actionable insights. * **Creating detailed functional specifications** * **Facilitating communication** between stakeholders. * **Ensuring solutions** meet business objectives. |
| SKILLS REQUIRED | To excel as a Business Analyst, several **key skills** are necessary:   * **Analytical Thinking:** Ability to analyze data and identify trends. * **Problem-Solving:** Ability to propose effective solutions to business challenges. * **Communication:** Strong verbal and written communication skills to convey requirements and insights clearly. * **Technical Proficiency:** Familiarity with software development processes and tools. * **Project Management:** Ability to manage projects, timelines, and deliverables. * **Interpersonal Skills:** Ability to work collaboratively with different teams and stakeholders. |
| 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. |
| 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 |
| QUIZZES | **General Knowledge**   * What is the **primary role** of a Business Analyst? * Name three **key deliverables** of a Business Analyst. * What **skills** are essential for a Business Analyst?   **Methodologies**   * Describe the main **difference between Agile and Waterfall methodologies**. * What is the purpose of a **Scrum Master** in Scrum methodology? * Explain the concept of "**Limit Work in Progress**" in Kanban. |