

My Business Analyst Glossary



This is a selection of basic terms I chose for your daily basis.

A

- **Acceptance Criteria:** Criteria associated with requirements, products, or the delivery cycle that must be met in order to achieve stakeholder acceptance.
- **Actor:** A human, device, or system that plays some specified role in interacting with a solution.
- **Artifact:** Any solution-relevant object that is created as part of business analysis efforts.
- **Assumption:** An influencing factor that is believed to be true but has not been confirmed to be accurate, or that could be true now but may not be in the future.

B

- **Business:** A system of one or more organizations and the solutions they use to pursue a shared set of common goals.
- **Business Case:** A justification for a course of action based on the benefits to be realized by using the proposed solution, as compared to the cost, effort, and other considerations to acquire and live with that solution.
- **Business Goal:** A state or condition that an organization is seeking to establish and maintain, usually expressed qualitatively rather than quantitatively.
- **Business Need:** A problem or opportunity of strategic or tactical importance to be addressed.
- **Business Objective:** An objective, measurable result to indicate that a business goal has been achieved.
- **Business Process:** An end-to-end set of activities which collectively responds to an event, and transforms information, materials, and other resources into outputs that deliver value directly to the customers of the process.
- **Business Requirement:** A representation of goals, objectives, and outcomes that describe why a change has been initiated and how success will be assessed.
- **Business Rule:** A specific, practicable, testable directive that is under the control of the business and that serves as a criterion for guiding behavior, shaping judgments, or making decisions.

C

- **Change:** The act of transformation in response to a need.
- **Change Management:** Planned activities, tools, and techniques to address the human side of change during a change initiative, primarily addressing the needs of the people who will be most affected by the change.
- **Change Strategy:** A plan to move from the current state to the future state to achieve the desired business objectives.
- **Checklist:** A standard set of quality elements that reviewers use for requirements verification.
- **Component:** A uniquely identifiable element of a larger whole that fulfills a clear function.
- **Concept Model:** An analysis model that develops the meaning of core concepts for a problem domain, defines their collective structure, and specifies the appropriate vocabulary needed to communicate about it consistently.
- **Constraint:** An influencing factor that cannot be changed, and that places a limit or restriction on a possible solution or solution option.
- **Context:** The circumstances that influence, are influenced by, and provide understanding of the change.

D-E

- **Decomposition:** A technique that subdivides a problem into its component parts in order to facilitate analysis and understanding of those components.
- **Defect:** A deficiency in a product or service that reduces its quality or varies from a desired attribute, state, or functionality.
- **Deliverable:** Any unique and verifiable work product or service that a party has agreed to deliver.
- **Design:** A usable representation of a solution.
- **Elicitation:** Iterative derivation and extraction of information from stakeholders or other sources.
- **End User:** A stakeholder who directly interacts with the solution.
- **Enterprise:** A system of one or more organizations and the solutions they use to pursue a shared set of common goals.

F-H

- **Feature:** A distinguishing characteristic of a solution that implements a cohesive set of requirements and which delivers value for a set of stakeholders.

- **Functional Requirement:** A capability that a solution must have in terms of the behavior and information the solution will manage.
- **Gap Analysis:** A comparison of the current state and desired future state of an enterprise in order to identify differences that need to be addressed.
- **Guideline:** An instruction or description on why or how to undertake a task.

I-L

- **Impact Analysis:** An assessment of the effects a proposed change will have on a stakeholder or stakeholder group, project, or system.
- **Indicator:** A specific numerical measurement that indicates progress toward achieving an impact, output, activity, or input.
- **Input:** Information consumed or transformed to produce an output. An input is the information necessary for a task to begin.
- **Interface:** A shared boundary between any two persons and/or systems through which information is communicated.
- **Iteration:** A single instance of progressive cycles of analysis, development, testing, or execution.
- **Lessons Learned Process (aka Retrospective):** A process improvement technique used to learn about and improve on a process or project.

M-O

- **Matrix:** A textual form of modeling used to represent information that can be categorized, cross-referenced, and represented in a table format.
- **Metadata:** A description of data to help understand how to use that data.
- **Metric:** A quantifiable level of an indicator measured at a specified point in time.
- **Mission Statement:** A formal declaration of values and goals that expresses the core purpose of the enterprise.
- **Need:** A problem or opportunity to be addressed.
- **Non-Functional Requirement:** A type of requirement that describes the performance or quality attributes a solution must meet.

P-Q

- **Peer Review:** A formal or informal review of a work product to identify errors or opportunities for improvement.
- **Plan:** A detailed scheme for doing or achieving something.
- **Prioritization:** Determining the relative importance of a set of items.
- **Product:** A solution or component of a solution that is the result of an initiative.

- **Project:** A temporary endeavor undertaken to create a unique product, service, or result.
- **Quality:** The degree to which a set of inherent characteristics fulfills needs.
- **Questionnaire:** A set of defined questions, with a choice of answers, used to collect information from respondents.

R

- **Repository:** A real or virtual facility where all information on a specific topic is stored and available for retrieval.
- **Requirement:** A usable representation of a need.
- **Requirements Management:** Planning, executing, monitoring, and controlling work associated with requirements.
- **Risk:** The effect of uncertainty on the value of a change, a solution, or the enterprise.
- **Root Cause Analysis:** A structured examination of an identified problem to understand the underlying causes.

S-U

- **Scope:** The boundaries of control, change, a solution, or a need.
- **Solution:** A specific way of satisfying one or more needs in a context.
- **Stakeholder:** An individual or group that has an interest in the outcome of a project.
- **Statement of Work (SOW):** A written description of the services or tasks that are required to be performed.

V-W

- **Value:** The worth, importance, or usefulness of something to a stakeholder within a specific context.
- **Workflow:** A sequence of tasks that processes a set of data.



You can find the full glossary from the IIBA (International Institute of Business Analysis) here:

<https://www.iiba.org/career-resources/a-business-analysis-professionals-foundation-for-success/babok/glossary/>