

Underlying Competencies

Source File: generated-documents\babok\underlying-competencies.md

Generated: 30/07/2025 at 06:56:29

Generated by: Requirements Gathering Agent - PDF Converter

Underlying Competencies

Generated by adpa-enterprise-framework-automation v3.2.0

Category: babok

Generated: 2025-07-18T12:49:42.928Z

Description: BABOK: Underlying Competencies document

Underlying Competencies (BABOK v3)

Purpose

The purpose of this document is to outline the underlying competencies

1. Analytical Thinking & Problem Solving

Analytical thinking and problem solving enable business analysts to id

- **Creative Thinking:** Ability to generate innovative ideas and appr
- **Decision Making:** Assessing situations, considering alternatives,
- **Learning:** Quickly acquiring new knowledge and applying it effect
- **Problem Solving:** Identifying problems, analyzing root causes, an
- **Systems Thinking:** Understanding the interrelationships within an

2. Behavioral Characteristics

Behavioral characteristics describe the personal attributes that contr

- **Ethics:** Adherence to moral principles and professional standards
- **Personal Accountability:** Taking responsibility for actions and o
- **Trustworthiness:** Demonstrating reliability and integrity.
- **Organization and Time Management:** Prioritizing tasks and managin
- **Adaptability:** Adjusting to changing circumstances and environmen

3. Business Knowledge

Business knowledge encompasses an understanding of the business enviro

- **Industry Knowledge:** Understanding industry trends, practices, an
- **Organization Knowledge:** Awareness of organizational structure, c
- **Solution Knowledge:** Familiarity with existing and potential solu
- **Methodology Knowledge:** Understanding business analysis and proje

4. Communication Skills

Effective communication skills ensure that information is clearly and

- **Oral Communication:** Delivering information verbally in a clear a
- **Teaching:** Explaining concepts and processes to facilitate learni
- **Written Communication:** Producing clear, well-structured written
- **Listening:** Actively understanding and interpreting verbal and no

5. Interaction Skills

Interaction skills facilitate effective collaboration, negotiation, an

- **Facilitation:** Guiding groups to achieve objectives and reach con
- **Leadership and Influencing:** Inspiring, motivating, and influenci
- **Teamwork:** Working cooperatively with others towards shared goals
- **Negotiation and Conflict Resolution:** Reconciling differences and

6. Tools & Technology

Proficiency with relevant tools and technologies enhances the business

- **Office Productivity Tools:** Utilizing word processing, spreadsheets
- **Modeling Tools:** Creating diagrams and models to visualize processes
- **Communication and Collaboration Platforms:** Leveraging digital tools

*This document provides a structured overview of the competencies that