

BUSINESS ANALYST

Roles and Responsibilities

Presented by,
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Business Analyst

Business Analyst(BA) - Bridging IT and Business

A business analyst (BA) is a professional who acts as a bridge between stakeholders and the technical team, ensuring that business needs are understood and translated into technical requirements.

Business Analysts play a vital role in connecting technical IT teams with business stakeholders, ensuring alignment and understanding between the two domains.

Roles and Responsibilities

1. Requirements Gathering:

Conduct interviews, surveys, and workshops to gather requirements from stakeholders. Document business needs and functional/non-functional requirements.

2. Analysis and Documentation:

Analyze business processes and workflows to identify areas for improvement.

Create detailed documentation such as Business Requirement Documents (BRD), Functional Requirement Documents (FRD), and use case diagrams.

Roles and Responsibilities

3. Stakeholder Management:

Communicate effectively with stakeholders to understand their needs and priorities. Manage stakeholder expectations and facilitate meetings to resolve issues.

4. Solution Design:

Work with the technical team to design solutions that meet business requirements.
Ensure that the proposed solutions align with the business goals and objectives.

5. Testing and Validation:

Assist in the creation of test plans and test cases.
Validate the solutions through testing and ensure they meet the specified requirements.

Key Skills

- **Analytical skills**
- **Communication skills**
- **Problem solving skills**
- **Technical skills**
- **Domain knowledge**
- **Interpersonal skills**

Tools and Techniques

Modelling Techniques:

Use case diagrams, flowcharts, data flow diagrams, and entity-relationship diagrams.

Documentation Tools:

Microsoft Office Suite (Word, Excel, PowerPoint), Google Workspace.

Project Management Tools:

JIRA, Trello, Asana, Microsoft Project.

Data Analysis Tools:

Microsoft Excel, Tableau, Power BI.

Certifications(optional)

Certified Business Analysis Professional (CBAP):

Offered by the International Institute of Business Analysis (IIBA).

PMI Professional in Business Analysis (PMI-PBA):

Offered by the Project Management Institute (PMI).

Certified ScrumMaster (CSM):

Offered by the Scrum Alliance for those working in Agile environments.



THANK YOU