**BA Notes**

**BA as a Profile:--**

A Business Analyst is a profile in understanding business requirement and its implementation. Analysis starts from SDLC & Lifecycles to Requirements Preparation, analysis and presentation.

A primary job responsibility of Business Analyst is to communicate with all stakeholders & to elicit, analyze and validate the requirements for changes to business processes, information systems, and policies.

A professional business analyst plays a big role in moving an organization toward efficiency, productivity, and profitability.

**Core skills:--**

### **Communication Skills**

Business analysts must be good communicators. This means they can facilitate working meetings, ask good questions, listen to the answers (really listen), and absorb what’s being said. In today’s world, communication does not always happen face-to-face. The ability to be a strong communicator in a virtual setting (via conference calls or web meetings) is equally important.

### Problem-Solving Skills

No project is without problems. In fact, the entire project is a solution to a problem. At the highest level, BAs facilitate a shared understanding of the problem, the possible solutions, and determine the scope of the project. You’ll also find BAs in the midst of facilitating teams to solve technical challenges, especially when they involve negotiation between multiple business or technical stakeholders. Often we start this by analyzing the business process.

### Critical Thinking Skills

Business analysts are responsible for evaluating multiple options before helping a team settle on a solution. While discovering the problem to be solved, business analysts must listen to stakeholder needs but also critically consider those needs and ask probing questions until the real need is surfaced and understood. This is what makes critical thinking and evaluation skills important for new business analyst.

While communication, problem-solving, and critical thinking skills are core to being a good BA, they are not all that’s required. Let’s look at the skills specific to the business analysis profession next.

## Business Analysis Skills

The following skills are specific to the business analyst role, but even as a new business analyst or someone looking to enter the profession, you’ll see it’s possible you have related transferable experience (and therefore skills) doing similar work under a different title.

### Documentation and Specification Skills

While documentation or writing could be considered a subset of written communication, it’s really its own skill set for a BA. Here I include the ability to create clear and concise documentation (the latter becoming increasingly necessary in a lean or agile world). As a new business analyst, you may not have experience in a variety of business analyst specifications (that comes with time and a variety of project experiences) but it’s quite possible that your strong general documentation and writing skills will get you started.

And it will be easier to get into your first BA role if you can correlate your past experience in something very similar to a formal BA specification to the kinds of specifications required for any given position. And this is possible even if you’ve never worked in a formal environment.

### Analysis Skills

Business analysts use a variety of techniques to analyze the problem and the solution. As a new BA, you might find that you naturally see gaps that others gloss over and identify the downstream impact of a change or new solution. As you mature as a BA, you’ll use a variety of techniques to conduct analysis and deconstruct the problem or solution.

There are 3 key levels of analysis that are important to fully understanding a problem and solution domain, when software is being implemented as part of the solution. These are:

* The Business-Level, or how the business work flows operationally, often completed by analyzing the business process.
* The Software-Level, or how the software system supports the business workflows, often completed through functional requirements models like use cases or user stories.
* The Information-Level, or how data and information is stored and maintained by an organization, completed using a variety of data modeling techniques.

In this skill area, we see many cases where professionals have related experience in analyzing problems using different techniques. Your experience is transferable and can be expanded by applying some of the BA techniques in your current work.

### Visual Modeling

As part of learning the analysis techniques, you’ll also learn to create visual models that support your analysis, such as work-flow diagrams or wireframe prototypes. For any given analyst role, there could be specific models you need to create. As a general skill set, it’s important to be able to capture information visually – whether in a formal model or a napkin drawing.

### Facilitation and Elicitation Skills

In order to discover the information to analyze, BAs facilitate specific kinds of meetings.  The most common kinds of elicitation sessions a BA facilitates are interviews and observations. In some more advanced roles, the meetings are called “JAD sessions” or “requirements workshops.” Also common are requirements review and validation sessions.

**Different types of Bussiness Analysis:**

* **Strategic Analysis −** Strategic business analysis deals with pre-project work. It is the method or process of identifying business problems, devising business strategies, goals and objectives helping the top management. It provides management information reporting for effective decision making process.
* **Tactical Analysis** − It involves knowledge of specific business analysis techniques to apply at the right time in the appropriate project.
* **Operational Analysis** − In this type of Business analysis, we are focussed towards the business aspect by leveraging information technology. It is also a process of studying operational systems with the aim of identifying opportunities for business improvement.

Different techniques for strategic Analysis:

Some of the more common Strategic analysis tools and techniques include:

VMOST: This stands for Vision, Mission, Objectives, Strategy, and Tactical.

Success in an organization happens with top-down or bottom-up alignment. This reminded of is when working with a client who stated that their tactical is not connected to the strategy. VMOST analysis is meant to help make that connection.

SWOT: The standard analysis tool, defined as Strengths, Weaknesses, Opportunities, and Threats.

Strengths and weaknesses are internal to the organization, opportunities and threats are external. SWOT requires you to be candid and provide an honest assessment of the state of things. It forces you to create a dialogue with stakeholders to get different viewpoints. Eventually, you focus in on the key issues.

PEST: This is a great tool to use in tandem with SWOT. The acronym stands for Political, Economic, Social and Technology.

PEST reveals opportunities and threats better than SWOT, the direction of business change, projects that will fail beyond your control, and country, region and market issues through helping you create an objective view.

SOAR: This stands for Strengths, Opportunities, Aspirations, and Results. This is a great tool if you have a strategic plan completed, and you need to focus on a specific impact zone.

Root Cause Analysis: This is important, as there are times in the strategy analysis process you need to dig deeper into a problem. This is where RCA is used. The key is that you need to identify and specify the problem correctly, analyze the root cause using a systematic approach, verify the causes, and determine the corrective actions. Implementation of the corrective action is extremely important.

Tactical Analysis techniques:

**User Story:-**

Writing a user story is an interesting way of adding a touch of agile to your projects. A user story can be described as a high-level statement of a requirement that does not go into excessive detail. It describes the functionality or feature that a product is expected to deliver to the user. Stories encourage iterative development and can be refined as many times as possible to reach agreement and understanding among stakeholders.

User stories may be expressed by presenting the role, the goal or the value first. BAs should however. choose whichever format is best for expressing their requirements by considering the context.

The user story is placed as text on an index card and used as a reminder of the conversation between the customer and the developer. It is usually expressed as: Name + Brief Narrative + Acceptance Criteria.

**Operational Analysis:-**

Thisphaseis done with the help of technical implementations so here the knowledge of System Resources , Software, Database designed for data stored and implementation need to be in consideration.