

Business Analyst Communication Requirements

Objective

- Differentiate between the communications requirements of a Business Analyst compared to a Project Manager

Communication requirements for a Business Analyst vs. Project Manager

The Business Analyst and the project manager must work closely together to plan and implement the project to benefit the organization. The Communications Management Plan should include the Business Analyst as a key stakeholder, and in some cases, may lead communications item activities.

A Business Analyst focuses on ensuring that the right requirements are defined before the Project Charter is developed. The project manager is presented with requirements by the Business Analyst and communicates with stakeholders to execute the solution.

The Business Analyst has specific communication responsibilities. These include:

- Lead collaboration with key stakeholders to identify problems and opportunities, assess the current product state, determine an acceptable future state, and brainstorm viable options. The project manager is often a participant in these conversations.

- Facilitate the development of product roadmaps and business cases that will drive future programs and projects.
- Assist the project manager in developing project charters and preparing pre-baseline presentations to sponsors to gain approval.
- Assist the project manager in identifying and analyzing stakeholders to determine an optimal communications approach.
- Lead business analysis planning activities and assist the project manager in developing a project transition plan.
- Determine the best requirements elicitation approach, prepare for and conduct elicitation, and confirm elicitation results.
- Determine requirements analysis approaches and applicable models to use, support the project manager during requirements prioritization activities, and assist in risk identification and management.
- Develop a Traceability Matrix that defines the product development stages and allows the project manager to ensure they communicate effectively with all key stakeholders.
- Assist the project manager in developing a change management process to manage changes to requirements and other products.
- Assist the project manager in determining project performance evaluation and acceptance criteria.

Conclusion

Business Analysts and project managers work as a team to ensure project success. Together they ensure that the right products are

identified, planned, executed, and delivered to address organizational problems and achieve opportunities.