Business Analyst Professional Development Plan 20-Day Plan

This plan is designed for aspiring Business Analysts seeking to develop practical, industry-ready skills in 20 days. **It focuses on tools, technologies, and workflows commonly used in Business Analysis roles**, following a progressive weekly structure.

# 1. Tools / Technologies & Learning Resources

Below is a curated list of essential Business Analysis tools and resources to guide structured learning.

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| Tool / Technology | Category / Role | Purpose / Use-Case for BA | LinkedIn Learning / Course | YouTube / Video Tutorial | Official Docs / Material |
| Excel / Advanced Excel | Data / Analysis | Data cleaning, pivot tables, scenario analysis, and modeling | Excel for Business Analysts (LinkedIn)  <https://www.classcentral.com/course/linkedin-learning-excel-for-business-analysts-39789?utm_source=chatgpt.com> | Excel Pivot Table Tutorials | Microsoft Excel Docs |
| Power BI | BI / Visualization | Create dashboards and reports | Power BI Essential Training (LinkedIn)  <https://solutionsreview.com/business-intelligence/best-linkedin-learning-data-analytics-courses/?utm_source=chatgpt.com> | Power BI Tutorial for Beginners  <https://www.youtube.com/watch?v=VaOhNqNtGGE> | Microsoft Power BI Docs |
| SQL | Data / Analytics | Extract and analyze data from databases | SQL for Data Analysts (LinkedIn)  <https://www.linkedin.com/learning/learning-sql-programming-8382385> | SQL for Beginners Playlist | MySQL / PostgreSQL Reference |
| BPMN / Process Modeling | Diagramming | Visualize business processes and workflows | Business Process Modeling (LinkedIn)  <https://www.linkedin.com/learning/paths/getting-started-as-a-business-analyst?u=49050689> | BPMN Tutorials Playlist  <https://www.youtube.com/playlist?list=PLAXnmMN6r27CdIq0wHMbkvuoB--_MSeW8>  <https://www.youtube.com/watch?v=Eutdbh03W5k> | BPMN 2.0 Specification |
| JIRA / Confluence | Requirements / Collaboration | Track tasks and document specs | Requirements Elicitation (LinkedIn)  <https://www.ba-squared.com/online-learning/linkedin-learning/?utm_source=chatgpt.com> | JIRA for BA YouTube Series | Atlassian Docs |
| Agile / Scrum Tools | Delivery / Agile | Work with sprints, backlog, and agile teams | Agile Requirements Foundations (LinkedIn)  <https://www.linkedin.com/learning/paths/improve-your-business-analysis-skills?u=49050689> | Scrum for BA | Scrum Guide |
| Lucidchart / Miro | Visualization | Create flowcharts and stakeholder diagrams | UX Diagramming Basics (LinkedIn) | Lucidchart for BA | Lucidchart Docs |
| CRM / ERP (Salesforce, SAP, Zoho) | Enterprise Systems | Understand common enterprise tools | Salesforce Admin Essentials | Salesforce for Beginners | Vendor Docs / Trailhead |
| AI Tools (ChatGPT, Bard) | Emerging Tech | Use AI in analysis, prototyping, and prompt design | AI for Business Analysts (LinkedIn) | Prompt Engineering Tutorials | OpenAI Docs |

# 2. 20-Day Learning & Activity Plan

Each week focuses on a different theme, progressing from fundamentals to integration and portfolio building.

## Week 1 – BA Foundations & Documentation Tools

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| --- | --- | --- | --- | --- | --- |
| Day | Topic | Resource | Estimated Time | Mini Task | Tutorial Time |
| Day 1 | Business Analysis Fundamentals | Business Analysis Foundations (LinkedIn) | 4 hrs | Write a short description of BA deliverables. | 2 hrs |
| Day 2 | Requirements Elicitation | Requirements Elicitation and Analysis (LinkedIn) | 4 hrs | Prepare 5 open stakeholder questions. | 2 hrs |
| Day 3 | JIRA & Confluence Basics | Atlassian Tutorials | 4 hrs | Create epics and user stories. | 2 hrs |
| Day 4 | Documentation & Collaboration | Microsoft / LinkedIn PPT Course | 4 hrs | Make a current vs future state diagram. | 2 hrs |
| Day 5 | Process Modeling Intro | BPMN Course (LinkedIn) | 4 hrs | Draw a context diagram of a daily process. | 2 hrs |

## Week 2 – Process Modeling & Agile

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| --- | --- | --- | --- | --- | --- |
| Day | Topic | Resource | Estimated Time | Mini Task | Tutorial Time |
| Day 6 | BPMN Deep Dive | BPMN Playlist (YouTube) | 4 hrs | Convert the flowchart into BPMN. | 2 hrs |
| Day 7 | Advanced Process Modeling | Advanced BPMN Tutorial | 4 hrs | Add gateways and events. | 2 hrs |
| Day 8 | Agile for BA | Agile Requirements Foundations | 4 hrs | Write 3 user stories with criteria. | 2 hrs |
| Day 9 | Traceability Matrix | BA Tools and Techniques | 4 hrs | Create a simple RTM. | 2 hrs |
| Day 10 | Mini Project | All resources | 4 hrs | Combine BPMN + stories + RTM. | 2 hrs |

## Week 3 – Data & Analytics

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| --- | --- | --- | --- | --- | --- |
| Day | Topic | Resource | Estimated Time | Mini Task | Tutorial Time |
| Day 11 | Excel for BA | Excel for Business Analysts (LinkedIn) | 4 hrs | Make a dataset and pivot table. | 2 hrs |
| Day 12 | Power BI Basics | Power BI Essential Training | 4 hrs | Import Excel data and make visuals. | 2 hrs |
| Day 13 | Power BI Practice | Power BI YouTube Tutorial | 4 hrs | Build one report page. | 2 hrs |
| Day 14 | DAX & Data Modeling | Advanced Power BI Course | 4 hrs | Add calculated measure. | 2 hrs |
| Day 15 | Dashboard Design | Power BI Design Playlist | 4 hrs | Polish your dashboard. | 2 hrs |

## Week 4 – Integration, AI & Resume

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| --- | --- | --- | --- | --- | --- |
| Day | Topic | Resource | Estimated Time | Mini Task | Tutorial Time |
| Day 16 | AI Tools for BA | AI Essentials (LinkedIn) | 4 hrs | Try prompts for requirement gathering. | 2 hrs |
| Day 17 | Integrating Tools | All previous tools | 4 hrs | Link process model + data + AI prompt. | 2 hrs |
| Day 18 | Resume Skills Update | — | 4 hrs | Add learned tools to resume. | 2 hrs |
| Day 19 | Certifications & Projects | — | 4 hrs | List completed courses. | 2 hrs |
| Day 20 | Mock Interview | — | 4 hrs | Review all notes and practice answers. | 2 hrs |

# 3. Resume Integration Plan

After completing the 20-day plan, update your resume as follows:  
  
- **Skills Section:** List tools such as Excel, Power BI, SQL, BPMN, Jira, Confluence, and AI tools.  
- **Certifications / Achievements:** Include LinkedIn or online courses completed.  
- **Projects / Experience**: Add mini projects with a short impact description.  
  
Example Project Entry:  
Mini Project: Order-to-Cash Process + Dashboard  
• Modeled the process in BPMN and built a Power BI dashboard.  
• Created RTM and requirement specs.  
• Applied AI prompts to perform SWOT analysis.