# **Development Plan for Business Analyst:**

| Tools Name | Usage | Tutorial/Course Link |
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| **Microsoft 365** Word, Excel, PowerPoint, Share/point Teams | Use Word to write documents, Excel to analyse numbers, and PowerPoint to present ideas. Store and share files in SharePoint or OneDrive. |  |
| Confluence, Notation, Google work place | Use Confluence to capture project pages, requirements, and decisions in one wiki. Use Notion for quick notes, task boards, and lightweight docs. Use Google Workspace to co-write Docs, analyze in Sheets, and present in Slides. Use Slack for fast team chat, channels, file sharing, quick huddles, plus easy integrations too. |  |
| Jira Software, Trello, Asana, Monday.com, ClickUp | Use Jira Software for agile sprints, backlogs, and issue tracking. Trello offers simple Kanban boards for tasks. Asana handles projects, timelines, and team assignments. Monday.com provides visual workflows and automations across teams. ClickUp combines docs, tasks, goals, and dashboards. Together, they organize work, track progress, and improve collaboration and transparency. |  |
| **Draw.io/diagrams.net**, **Lucidchart**, **Miro**, **Whimsical**, **Microsoft Visio** | Use draw.io/diagrams.net for free, fast flowcharts and ERDs. Lucidchart for polished, collaborative diagrams with templates. Miro for infinite whiteboards, workshops, and mapping. Whimsical for quick wireframes, mind maps, and user flows. Microsoft Visio for enterprise-grade diagrams, stencils, and standards. Together, they help visualize processes, systems, and ideas clearly for stakeholders. |  |
| **Bizagi Modeler, Camunda Modeler, Signavio, Visual Paradigm, Sparx Enterprise Architect, ARIS.** | Bizagi Modeler models BPMN processes fast, with simulation and exports. Camunda Modeler designs BPMN/DMN for workflow automation. Signavio is a cloud suite for process discovery, collaboration, and mining. Visual Paradigm covers BPMN/UML with requirements traceability. Sparx Enterprise Architect provides deep EA repositories. ARIS manages enterprise process architecture and governance—map, analyze, automate, and improve. |  |
| **Canva,Figma (incl. FigJam), Balsamiq (low-fi), Axure RP (advanced interactions), Adobe XD, InVision/Marvel** | Use Canva for quick visuals, social posts, posters, and templates. Use Figma for collaborative UI design; FigJam for whiteboarding, flows, and workshops. Balsamiq makes low-fi wireframes fast. Axure RP builds advanced interactive prototypes with logic. Adobe XD handles UI design and basic prototypes. InVision/Marvel share clickable prototypes, gather feedback, and hand off to developers. |  |
| **PostgreSQL/MySQL/SQL Server,    DBeaver, DataGrip,   SSMS,   pgAdmin.** | Use PostgreSQL, MySQL, or SQL Server to store and query data with SQL.   DBeaver and DataGrip are cross-platform IDEs for connecting, browsing tables, writing queries, and exporting results.   SSMS is Microsoft’s full SQL Server management tool.   pgAdmin is the standard PostgreSQL console. Together they help design schemas, run queries, tune performance, and manage backups. | <https://www.youtube.com/watch?v=qw--VYLpxG4>  <https://www.youtube.com/watch?v=ER8oKX5myE0>  <https://www.youtube.com/playlist?list=PL08903FB7ACA1C2FB> |
| **Power BI (gov-friendly),   Tableau** | Use Power BI to connect spreadsheets/databases, build interactive dashboards, and share securely (great for government teams). It handles row-level access and scheduled refreshes. Use Tableau for deep, visual data exploration—drag-and-drop charts, maps, and story points. Both help you track KPIs, spot trends, drill down, and present clear, data-driven insights. | <https://www.linkedin.com/learning/power-bi-essential-training-25882735>  <https://www.youtube.com/results?search_query=Power+BI+Tutorial+for+Beginners+(2025)+%E2%80%94+Kevin+Stratvert>  <https://www.linkedin.com/learning/tableau-2024-1-essential-training>  <https://www.youtube.com/watch?v=I0vQ_VLZTWg> |
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