# **Business Analyst**

This case study is designed for you to display your thought processes, analytical reasoning, and report building skills around a specific example you may encounter as a Business Analyst.

# **Objectives**

1. Read the following case and walk through a PowerBI report of your resolution to the case scenario presented as well as a PowerPoint of any assumptions made, or issues with the data

# **Case Overview**

# Case Study: Vendor Payment Delays

A Director on the Operations team has asked for a report to understand if we are paying our vendors in a timely fashion after the vendor has completed the work. Delayed payments to our vendors could potentially have a negative impact on our working relationship with those vendors. You have been asked to measure and assess our results so far in 2022 (assume today’s date is 3/1/2022).

This is the first time you have been asked to report on this process. Your manager has provided you the following high-level information to get you started:

We should be approving payment to the vendor within 7 days of the service being completed. Project Specialists should only be assigned as process owner/approver for any invoices where the payment description contains the word “blanket”. Project Coordinators should be assigned to all other items and should not be assigned to any items with “blanket” in the description. With either type of payment, the goal is for all payments to be approved within 7 days of work being completed.

Please present the report/analysis of your findings on the vendor payment processing including:

1. What assumptions did you make (if any) and/or what questions would you like to have asked?
2. Analyzing the attached dataset, what problems or issues should we be focused on?
3. How would someone use this report to drive improvement to results?
4. What would you recommend as next steps to better manage this issue and improve the overall process?

# **Guidelines**

* Use PowerBI to prepare the report/analysis. Use PowerPoint to address any assumptions or issues.
* You will have 45 minutes to present your ideas and responses to the questions below. You may present them in any order you would like, but please anticipate and plan time needed for questions and/or discussion.
* It is acceptable to make some assumptions throughout the presentation, though be sure to point out where such assumptions have been made.