

SKILLS FRAMEWORK FOR INFOCOMM TECHNOLOGY SKILLS MAP – ASSOCIATE BUSINESS ANALYST		
Sector	Infocomm Technology	
Track	Strategy and Governance	
Sub-track	Enterprise Architecture	
Occupation	Business Analyst	
Job Role	Associate Business Analyst	
Job Role Description	<p>The Associate Business Analyst assists in the identification and analysis of business requirements and systems specifications. He/She conducts feasibility studies and analysis on the risk and benefits of proposed solutions. He analyses systems and processes to identify enhancement opportunities to resolve system gaps, evaluates the ability of an existing system to support proposed changes, and identifies systems deficiencies and performance gaps. He assists with translating business requirements into functional specifications, and documents specifications and interfaces between legacy and new systems, and systems enhancements and detailed specifications. He supports users on change control and systems updates and User Acceptance Testing and integration testing in accordance with the implementation plan.</p> <p>He is knowledgeable of techniques to elicit and manage requirements, as well as software development models including Agile methodologies. He is also familiar with requirements life cycle management, analysis planning and monitoring, requirements analysis and design definition.</p> <p>The Associate Business Analyst possesses an analytical mind, and is able to see interlinkages with system solutions and usability. He adopts a systematic approach in handling ambiguous or complex issues, and actively discusses his perspectives to arrive at effective solutions.</p>	
Critical Work Functions and Key Tasks	Critical Work Functions	Key Tasks
	Identify business needs, systems and requirements	Assist in identifying business needs and system requirements
		Assist in the in-depth analysis of the business requirements and systems specifications
		Conduct feasibility studies on proposed solutions
		Provide analysis to support the development of business cases
		Support the preparation of proposals for modified or replacement systems
		Conduct analysis on the risk and benefits for the proposed solutions
	Analyse systems and propose solutions	Analyse systems and processes to identify enhancement opportunities to resolve system gaps
		Evaluate the ability of an existing system to support proposed changes and identify systems deficiencies and performance gaps
		Ensure proposed solutions and/or enhancements are aligned with user needs and requirements
		Identify and conduct feasibility analysis of proposed solutions and/or enhancements to systems
		Prepare proposals for proposed solutions and/or enhancements to systems
	Develop technical specifications	Assist with translating business requirements into functional specifications
		Document specifications and interfaces between legacy and new systems, and systems enhancements and detailed specifications
		Act as the liaison between users and technical staff throughout the solution implementation cycle
	Manage the implementation of new solutions and/or enhancements	Develop test plans and test cases
		Support users on change control and systems updates and escalate issues to relevant team members for resolution
		Document post-test evidence of expected results or defects
		Coordinate training for new users

			Prepare progress reports and training documents	
			Develop technical documentation of the design documents, coding documents and user manuals	
			Coordinate User Acceptance Testing (UAT) and integration testing in accordance with the implementation plan	
			Ensure adherence to project plan to ensure deliverables are completed on time and in accordance with user and system requirements	
Skills and Competencies	Technical Skills and Competencies		Generic Skills and Competencies	
	Business Environment Analysis	Level 2	Problem Solving	Intermediate
	Business Needs Analysis	Level 2	Lifelong Learning	Intermediate
	Business Requirements Mapping	Level 3	Transdisciplinary Thinking	Intermediate
	Change Management	Level 3	Virtual Collaboration	Intermediate
	Data Visualisation	Level 3	Decision Making	Intermediate
	Partnership Management	Level 3		
	Process Improvement and Optimisation	Level 3		
	Project Management	Level 3		
	Software Testing	Level 2		
	Stakeholder Management	Level 3		
	System Integration	Level 3		
	Technical Sales Support	Level 2		
	Test Planning	Level 2		
Programme Listing	For a list of Training Programmes available for the ICT sector, please visit: www.skillsfuture.sg/skills-framework/ict			

The information contained in this document serves as a guide.