

Business Analysis Cheat Sheet

What is Business Analysis?

The practice of enabling change in an organizational context, by defining needs and recommending solutions that deliver value to stakeholders.

disciplined approach

Business analysts identify and define the solutions that will maximize the value delivered by an organization to its stakeholders

Business analysts work across all levels of an organization and may be involved in everything from defining strategy, to creating the

enterprise architecture, to taking a leadership role by defining the goals and requirements for programs and projects or supporting continuous

improvement in its technology and processes.

Business Analysis is the set of tasks, knowledge, tools and techniques required to identify business needs and determine

solutions to business problems [BABOK]

BA Solutions may include:

- Development of software systems
- Development of software components

- Extension of existing software

- Improvements to the business process

- Changes to the organization

Role of BA in project phases

Supporting implementation work in order to ensure developers understand and implement the requirements properly

Business Analyst supports the project from the beginning through the system deployment (and sometimes to the system retirement).

Supporting testing, for example by validating test cases in order to ensure that testing will adequately cover all the requirements

Analyzing and documenting change

requests for the requirements

Role of BA in project phases (cont)

Processing new requirements

(new regulations, standards, etc.)

Processing the requests to fulfill new needs requested by the customer or user

What is an artefact?

Final or intermediate work products that are produced and used during a project

Might describe the function, architecture, and design of software

Might be concerned with the process of development itself, such as project plans, business cases and risk assessments

Should use version control

Should be correctly traced to their origin

What is a Business Goal?

A Business Goal is a short- or long-term objective of an organization. Business Goals should be characterized by the following qualities

- Specificity

- Optimism

- Realism

- Both short- and long-term scope

Setting Business Goals is important because:

- The organization needs to have a vision

of what it wants to accomplish. This is facilitated by having clearly stated goals, along with establishing time periods in which they need to be achieved

- It keeps a clear picture of what the organization is trying to do with the business, and helps focus motivation

What is a Business Goal? (cont)

- It allows the organization to understand and maintain a commitment to the business' main objectives

- It provides a metric against which to measure the organization's progress

SMART

SMART is a system and a tool that is used to establish goals and define their quality objectives. SMART requires that all goals

have the following characteristics

- Specific

- Measurable

- Attainable

- Relevant

- Timely

What is a requirement?

A condition or capability needed by a stakeholder to solve a problem, or achieve an objective.

A condition or capability that must be met or possessed by a system or system component, to satisfy a contract, standard, specification, or other formally imposed documents

A documented representation of a condition or capability

Requirements are the foundation of systems, or system components. They can be obligatory (required functions, constraints, etc.), essential for the software to perform its functions, and meet the expectations and needs of the intended stakeholders

Requirements should be placed into one of the following categories

- Business requirements

- User requirements

- Functional requirements

- Non-functional requirements

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What is a requirement? (cont)

Purpose of requirements:

- Provide a foundation for assessment, planning, execution and monitoring of the project activities
- Define customer expectations (expressed as real requirements and stakeholder's value of those requirements)
- Serve as a component of agreements, orders, project plans
- Establish system boundaries, scope of delivery, and the services classification of the requirements

Requirement classifications

Process requirements

- describe needs and limitations of the business processes
- Costs
- Marketing
- Processing time
- Sales and distribution

- Organisation

- Documentation

Product requirements

- functional and non-functional product requirements
- POV of customer and team

Types of requirement

- Customer requirements
- Solution or system requirements
- Product or component requirements

Requirement Analysis

Elaborate the solution definition in order to enable the project team to design and build a solution that will meet the needs of the business and stakeholders

Task: Organize Requirements

Structure and organize a set of requirements into logical sets. The organization may be based on defining multiple "levels" of requirements, packaging related functions together, and so forth.

Inputs: Business Case, Solution Scope,

Requirements

Outputs: Structured requirements

Task: Prioritize Requirements

Determine the business priority of requirements (including voting, ranking, benefit analysis and so forth). Identify logical dependencies between requirements and requirements packages.

Inputs: Requirements, Business Case

Outputs: Prioritized requirements

Task: Specify and Model Requirements

Describes standard practices for writing textual requirements and creating models or diagrams.

Specific models are addressed as techniques.

Includes capturing the requirements attributes

Inputs: Requirements

Outputs: Specified or modeled Requirements

Task: Determine Assumptions and Constraints

Identify stakeholder requests that are not properly requirements but based on assumptions regarding what the solution team is capable of delivering

Capture and assess these requests

Outputs: Assumptions and

Constraints Task: Verify

Requirements

Outputs: Verified requirements

Task: Validate Requirements

Requirement Analysis (cont)

Validate that a requirement will satisfy a business need.

Outputs: Validated requirements

Elicitation

Business Requirements Elicitation is defined as a set of approaches, techniques, activities, business requirements to capture the solution from the stakeholders and other available sources

Purpose: Explore, identify and document stakeholder needs. Orienting the requirements toward the project vision. Excluding features that the customer does not want and need

Describes how we work with stakeholders to find out what their needs are and ensure that we have correctly and completely understood their needs.

Task: Prepare for Elicitation

Purpose: Prepare for elicitation by ensuring all needed resources are organised and scheduled for conducting the elicitation activities

Outputs

- Scheduled resources
- Supporting materials

Task: Conduct Elicitation

Meet with stakeholder(s) to elicit information regarding their needs

Outputs

Elicitation activity results

Assumptions, constraints, risks, issues

Documentation based on

(e.g., interview notes, workshop results, survey responses, etc.)

Task: Document Elicitation Results

Purpose: Record stakeholder info for use in analysis.

Outputs: Stated requirements

Task: Confirm Elicitation Results

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Elicitation (cont)		What is a stakeholder (cont)
Purpose: Play back the requirements to validate that the stakeholder's intentions have been correctly captured and understood .		Installation and Operations personnel
Outputs: Validated stated requirements Techniques		Stakeholders on the customer side
Questionnaires		Customer representatives (i.e., "Business")
Interviews		Project sponsors
Self-recording		End users (from the customer company)
Reviewing existing documents		Installation and Operations personnel
Reusing a specification from a previous project		External stakeholders may be:
Brainstorming		End users who are not a part of the customer's organization
Field observation		Other organizations (e.g., regulatory entities)
Apprenticing		
Conducting workshops to refine the requirements after each iteration		
Requirements Elicitation should apply to enterprise requirements as well as user or customer requirements .		
Requirement characteristics		Stakeholder Identification Problems
Functionality		A lack of understanding of the real operators of the business processes in the organization
Reliability		Unclear definition of responsibilities within the customer's organization
Usability		Excluding stakeholders who are not clearly and directly related to the process
Efficiency		Incomplete analysis resulting in missing processes and activities, and the related stakeholders
Maintainability		
Portability		
What is a stakeholder		Business Analysis
Any person involved in, or with an interest in, a project		Communication Planning
Stakeholders on the vendor side		The main purpose of planning the Business Analysis communication is to define how to receive, distribute, access, update and escalate information to and from the project stakeholders, as well as how to organize the schedule and structure of the communication within a project.
Project Managers		Business Analysis is the starting point for designing and implementing a software solution. Its deliverables are input to many other project phases and processes, such as
Business and System Analysts		establishing the system architecture that will allow meeting the business goals, creating detailed functional and non-functional system specifications, and planning and
Developers and Architects		executing QA activities .
Database designers		
GUI designers		
Technical writers		
Testers and Quality Assurance staff		

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Common BA techniques (cont)

PESTLE (P for Political, E for Economic, S for Social, T for Technological, L for Legal and E for Environmental)

MOST (Mission, Objectives, Strategies,

Tactics) Prototyping

Requirements Workshops

Risk Analysis

Scenarios and Use Cases

SWOT

User stories

Principles for Successful Requirements

1. Understand the top level critical objectives Think stakeholders, not just users and customers
2. Focus on the required system quality, not just its functionality
3. Quantify quality requirements as a basis for software engineering. Don't mix ends and means
4. Capture explicit information about value.
5. Ensure there is "rich specification"; requirement specifications need much more information than just the requirement itself.
6. Carry out specification quality control (SQC).
7. Consider the total lifecycle and apply not just a
- 8.
9. systems thinking, focus on software
10. Recognize that requirements change; use feedback and update requirements as necessary.

Acceptance and Evaluation Criteria

Acceptance criteria are used to define the requirements, outcomes, or conditions that must be met in order for a solution to be considered acceptable to key stakeholders. Evaluation criteria are the measures used to assess a set of requirements in order

to choose between multiple solutions

Define measures of value attributes to be used for assessing and comparing solutions and alternative designs

Measurable and testable criteria allow for the objective and consistent assessment of solutions and designs

Acceptance criteria describe the minimum set of requirements that must be met in order for a particular solution to be worth implementing. They may be used to

determine if a solution or solution component can meet a requirement.

Acceptance criteria are typically used when only one possible solution is being evaluated, and are generally expressed as a pass or fail. Valuation criteria define a set of measurements which allow for ranking of solutions and alternative designs according to their value for stakeholders.

Attributes that cannot be measured directly are evaluated using expert judgment or various scoring techniques

Elements

~ Value attributes ~

- are the characteristics of a solution that

determine or substantially influence its value for stakeholders

Acceptance and Evaluation Criteria (cont)

- represent a meaningful and agreed-upon decomposition of the value proposition into its constituent parts, which can be described as qualities that the solution should either possess or avoid

examples

ability to provide specific information ability to

perform or support specific operations

performance and

responsiveness

characteristics

applicability of the solution in specific

situations and contexts

availability of specific features and

capabilities usability, security, scalability,

and reliability ~ Assessment ~

In order to assess a solution against

acceptance or evaluation criteria, it must be

constructed in a measurable format

Evaluation criteria provide a way to determine if features provide the value necessary to satisfy stakeholder needs.

The criteria are presented as parameters that can be measured against a continuous or discrete scale.

Acceptance criteria are expressed in a testable form

Acceptance criteria are presented in the form of statements which can be verified as true or false. This is often achieved through user acceptance testing (UAT)

Usage Considerations

Agile methodologies may require that all requirements be expressed in the form

of testable acceptance criteria

Acceptance criteria are necessary when the requirements express contractual obligations

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Acceptance and Evaluation Criteria (cont)

Acceptance criteria provide the ability to assess requirements based on agreed-upon criteria

Evaluation criteria provide the ability to assess diverse needs based on agreed-upon criteria, such as features, common indicators, local or global benchmarks, and agreed ratios

Evaluation criteria assist in the delivery of expected return on investment (ROI) or otherwise specified potential value

Evaluation criteria helps in defining priorities

Limitations

Acceptance criteria may express contractual obligations and as such may be difficult to change for legal or political reasons

Achieving agreement on evaluation criteria for different needs among diverse stakeholders can be challenging.

What is a business analyst?

A person responsible for:

identifying the business needs of the customer (external or internal) and other stakeholders

determining solutions to business

problems BA activities include identifying, analyzing,

developing and managing the requirements.

Business Analyst is not responsible

for determining the solution implementation (creating the product's design)

The Business Analyst acts as a bridge between the customer and other stakeholders (e.g., the project team), identifying, negotiating and achieving a consensus between the needs of the various representative individuals and groups.

Why is Business Analysis Necessary?

Problems with requirements can cause projects to fail. In most cases those problems are caused by poor or incorrectly conducted Business Analysis (especially Requirements Engineering, a part of the Business Analysis knowledge area).

Common problems

- Ambiguous, under-specified, unclear, impossible, contradictory business requirements

- Instability of the requirements (frequent and uncontrolled changes in requirements)

- Poor translation of the business need to requirements (incomplete, inconsistent, or not measurable requirements)

- Unclear objectives of the initiative

- Communication problems

- Language barriers

- Knowledge barriers

- Vague wording

- Overly formal wording

- Redundancy

- Goldplating (adding unnecessary scope)

- Insufficient user involvement

- Overlooked user classes

- Minimal specification

Consequences of low quality BA

- Problems during definition

- Planning difficulties

- Implementation problems

- Testing problems

Why is Business Analysis Necessary? (cont)

- Unclear requirements, or low quality business design of the solution, can lead to confusion and questions regarding the intended software product or process solution

- Risk of the project's failure increases

- Requirements are imprecise

- Requirements are ambiguous

- Requirements are contradictory

- Requirements do not fulfill the agreed criteria

- Requirements are missing

- Business processes and artifacts are not covered by requirements or are described incompletely

- All stakeholders are not identified

- Business goals or needs are not identified causing the designed solution to fail to meet the organization's needs and not achieve the business goals

Common reasons for neglecting BA

- Time pressure

- Exclusive focus on fast results

- Exclusive fixation on costs

- Perceiving documentation or the analysis and understanding of the business processes within an organization as a cost, not an added value

Requirements Elicitation

Requirements Elicitation is the collection of activities, approaches, tools and techniques for capturing the requirements for a planned software system (or other business solution) from the stakeholders\

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Traceability

Traceability is an association that exists between different types of requirements and the following items:

- Requirements (mapping the higher level requirements that defined the needs and features to the more detailed requirements)
- Detailed requirements to design models
- Detailed requirements to test cases
- High level requirements to test cases
- Requirements to release/code branch/version

Allows BA to ensure all business requirements have been met.

Important from the change management perspective, to determine the impact of a change on the system or process

For the testers and developers, traceability ensures that the requirements coverage has been achieved

What is Enterprise Analysis?

Purpose: Identify and propose projects that meet strategic needs and goals.

Task: Identifying business processes performed in the organization

Purpose: Evaluate the internal and external environment

Conducting feasibility studies to determine the optimum business solution

Define/refine current/future business architecture

Assess the current state of technology (infrastructure and applications)

Benchmark analysis

Competitive studies

What is Enterprise Analysis? (cont)

Fully define business

problem/opportunity Output:

Defined Problem/Opportunity Task:

Determine Solution Approach

Purpose:

- Identify potential solutions
- Analyze feasibility of options
- Recommend viable business solution
- Validate with decision makers

Output: Solution Approach

Task: Define Solution Scope

Projects inevitably struggle at some point or the other if the scope is not defined properly

Solution scope may be determined using the

following techniques

- Work Breakdown Structure (WBS) - a decomposition of the work that required to complete a project, and accomplish the business objectives
 - Product Breakdown Structure (PBS) - a decomposition of the components of the product
 - System Interface Analysis - a definition of the work required to integrate the new solution into the existing business and technical environments
- Context diagram
- Product Breakdown Structure
- Output: Solution Scope
- Task: Develop the Business Case
- Define project objectives and expected business benefits
 - Develop project scope
 - Estimate time, cost, resources
 - Analyze cost vs. benefit
 - Evaluate risk

What is Enterprise Analysis? (cont)

- Inputs: Business Architecture, Business Goal(s), Defined Business Problem/Opportunity Solution Scope
- Outputs: Business Case

Solution Assessment and Validation

How to assess proposed solutions to determine which solution best fits the business need, identify gaps and shortcomings in solutions, and determine necessary workarounds

or changes to the solution

How we assess deployed solutions to see how well they met the original need in order to enable businesses to assess the performance and effectiveness of projects.

Purpose: Assess solutions to ensure that strategic goals are met and requirements are satisfied.

Task: Assess Requirements Coverage

Purpose: Determine how well possible options for solution designs will meet the requirements. The assessment may include recommendation of a particular solution, rejection of all solutions, or an assessment of possible trade-offs.

Examples: RFI/RFP responses, Internal designs, Manual procedures

Inputs: Solution Design Option(s)

Outputs: Solution Design Assessment

Task: Allocate Requirements

Purpose: Allocate requirements among releases and/or solutions components. Ensures that the possible release options are designed in a way to maximize the possible business value given the options and alternatives generated by the design team.

Activities

Allocate requirements to hardware, software, manual procedures, etc.

Recommend the release/delivery strategy

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Solution Assessment and Validation (cont)

Understand trade-offs between different implementation approaches

Inputs: Solution Design, Validated Requirements

Outputs: Allocated Requirements

Task: Determine Organizational Readiness

Purpose:

Determine organizational readiness to effectively operate the

new solution

- Conduct organizational

readiness assessment

- Recommend ways to optimize the organizational deployment

Outputs: Organizational

Readiness Assessment,

Organizational Change

Recommendations

Task: Validate Solution

Purpose:

Validate the verified and deployed solution meets the business need

Define acceptance criteria (including what level of conformance to requirements is acceptable)

Identify defects/shortcomings (this should be distinguished from functional testing)

Analyze impact

Define corrective actions

Validate corrective actions

When a problem is identified with the deployed solution determine what is the most appropriate response

Outputs: Validated Solution, Defect Impact

Analysis, Validated Corrective Actions

Task: Evaluate Solution

Purpose:

Solution Assessment and Validation (cont)

- Compare actual vs. expected costs and benefits.

Outputs: Cost/Benefit Analysis

Stakeholder Identification Techniques

Investigating the business domain

Identifying owners of the business processes

Analyzing the structure of the customer's organization

Exploring the target market of the customer's organization

Analyzing relationships with external organizations (suppliers, etc.)

Stakeholder Needs and Expectations

Different stakeholders may have different needs and expectations regarding the planned solution. It is very important to identify all the stakeholders and their needs, and to find a common understanding of the purpose of a solution, in order to avoid the situation where the final product may meet the requirements of only a selected group of stakeholders.

Ensure that the features to be implemented will not conflict with the requirements of other stakeholders

One of the responsibilities of a Business Analyst is to identify all the stakeholders and define their requirements and expectations

Determines the initial scope and requirements of the system

Business Case Definition

Provides the reasoning for initiating a project

Describes a justification for the project in terms of the value added to the business as a result of the project outcomes, in comparison to the cost of developing the new solution

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Requirements Documentation

Follow common standards and guidelines

Important guidelines

- Each requirement must be unambiguous, precise, and understandable
- Superfluous information should be avoided
- Templates should be used as a guide
- Models and diagrams should be used to make the specification document clear and more understandable for readers.
- Formal graphical notations should be used as a method for presenting complex requirements, dependencies, and relationships

A requirements document may include

- Introduction
- Secrecy clause
- Regulations
- Standards
- Stakeholders
- Purpose of the product - Overall description - Functional requirements - Non-functional requirements - Limitations and assumptions - Dependencies - Risks - Safety requirements - Document acceptance

When creating a requirements document, the Business Analyst should remember that requirements specifications must be complete, consistent, modifiable, and traceable [Wiegers].

Common Mistakes

Requirements Documentation (cont)

Trivialities - Lengthy descriptions of commonly known issues should not be included

Information out of scope

Thinking in solutions - The requirements specification should discuss the problem to be solved not the technical design of the solution

Redundant details

Lacking rationale

Modeling is a way of expressing requirements by representing parts, or the whole, of the proposed solutions. Way of presenting complex requirements and relationships in the form of a model, especially some graphical form such as diagrams, helps ensure the solution is understood by other stakeholders. Easier to read and comprehend than written text.

Not mandatory but very helpful in big projects. Can skip modeling in the following situations

- The solution is fully understood by the stakeholders and is easy to implement.
- The requirements are mostly non-functional and difficult to express in the form of a model
- The problem domain is well known
- The solution is dedicated to use by very few people
- The scope is declared as constant and there is a low probability of changes in the scope resulting from future requirements or needs.

- model representation would be less understandable by the key stakeholders than written text

Modelling (cont)

- simplified expression of real processes - describe a complex system in the most clear and unambiguous way.

- Models present the whole system and its context in a single diagram and therefore help to look at the problem from the overall perspective.

Common techniques

- UML notation to express requirements as use case diagrams, activity diagrams, component diagrams, state machine diagrams, etc.

- BPMN

- Using prototyping as a technique of GUI modeling

- Using SysML notation to develop specifications, analysis, design, verification and validation documentation for systems and systems-of-systems. The specifications may include hardware, software, information, processes, personnel and facilities.

Quality criteria for business process models

- Correctness (syntactic and semantic correctness)
- Relevance (no irrelevant details)
- Economic efficiency (designed for a particular purpose)
- Clarity (understandable by the audience)
- Comparability (based on the same modeling conventions within and between models)

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Modelling (cont)

- Systematic design (contains well-defined interfaces to other types of models)

Domain Knowledge

The goal of a Business Analyst is to provide business solutions to business issues by assessing business problems, and identifying and analyzing root causes.

The success of Business Analysis is determined by the benefit that the solution provides to the business either in terms of savings in costs, improvement in productivity, and/or increase in customer satisfaction.

To be able to provide a business solution that provides a measurable benefit to the organization, the Business Analyst must have knowledge of the business domain.

Importance

Domain knowledge makes it easier for the Business Analyst to connect and communicate with Business Users.

Domain knowledge makes understanding

and analyzing business issues easier

Lack of domain knowledge may lead to delays in providing the solution, since the business process and business rules must first be understood

Tools and Techniques of Facilitation

Applying engagement strategies

Creating participation

Generating and organizing data

Initiating reflection

Mobilizing energy

Igniting action

Recording information

Applying SWOT analysis

Tools and Techniques of Facilitation (cont)

Tools

Gap analysis

Flipcharts

Checklists

Multi-voting

Root cause analysis

Brainstorming

Managing conflicts tips sheet

Focus group framework

Process Improvement

Process Improvement supports the introduction of change into the current process in order to improve quality, reduce costs and/or accelerate schedules

Supporting Process Improvement is one of the tasks of a Business Analyst.

The Business Analyst models and analyzes business processes used within an organization in order to discover any ineffective elements.

Techniques

- Manually re-design processes on the basis of experience and domain knowledge with the goal of eliminating bottlenecks and making the execution times shorter and more efficient
- Introduce tools, including software, to optimize the business processes in the organization (e.g., SAP, ERP, CRM software)
- Simulate and optimize processes
- Adopt a selected methodology or strategy

Methods:

Benchmarking

Business process

improvement Business

Process Improvement (cont)

Capability Maturity Model

Integration/ Capability

Maturity Model (CMMI/CMM)

ISO 9000

IT Governance

Just In Time manufacturing

Lean manufacturing

Performance improvement

Process management

Process Improvement and Management (PI&M)

Six Sigma

Total Quality Management (TQM)

BA Knowledge Areas

1. Business Analysis Planning and Monitoring (Orange)
2. Enterprise Analysis (Dark Green)
3. Requirement Analysis (light pink)
4. Solution Assessment and Validation
5. Requirements Management and Communication

Common Objectives of Business Analysis

Collect and document the requirements

Design business solutions to resolve the business problems

Assist in the timely completion of the project by providing accurate requirements identification and analysis

Improve efficiency by increasing the quality of

requirements identification

analysis and therefore reducing the need for rework and fixes in the later stages of the project

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Business Analysis influences other project areas

Significant impact on project management (especially scope and time management) Design – Business Analysis determines the required business architecture and scope of the solution Development – The Systems Analyst (who determines detailed requirements) uses the Business Analysis to determine what has to be implemented. Testing and other Quality Assurance activities – Products of Business and Systems Analysis are a basis for testing

Business needs

A Business Need describes the business problem or opportunity which the Business Analyst must understand and analyze in order to recommend appropriate solutions before a project starts, the Business Need (understood as a problem or an opportunity) and Business Case (understood as costs vs. benefits) are defined, either formally or informally. for the projects that help the organization reach its vision, strategic goals, and business objectives. Business Analysts are often supported by Project Managers and Product Managers in defining Business Needs One of the responsibilities of a Business Analyst is to cooperate with the person or group requesting the project, including users or proxy users, and to help them articulate the real need.

What is a business process?

set of activities aimed at producing a specific output for a particular customer or market.

What is a business process? (cont)

focuses on how the work is done within an organization, the way of organizing work, activities, relationships and the dependencies between them. A process can be considered as the ordering of work activities across time and place, with a beginning, an end, and clearly defined inputs and outputs [

A business process must have the following characteristics

- Has a goal
- Has specific inputs
- Has specific outputs
- Uses resources
- Has a number of activities that are performed in some order
- Affects at least one organizational unit
- Creates value for the customer (both internal and external)

Identification of processes allows the Business Analyst to understand the organization's goals,

Helps determine the activities and the flow required to achieve future planned business and strategic goals

Identification of business processes helps find possible gaps and ineffective parts of the process, which may then be improved via process optimisation

If business processes are not established and understood, then the organization may have a low maturity level, which makes measuring and controlling processes very difficult. In addition, there are likely to be significant problems with the definition of the business goals and needs.

BA in Phases of the Software Life Cycle

Analysis phase

- Identifying and evaluating the current business processes in an organization ("as is" analysis)
- Gathering initial requirements for the needed business solution ("to be" analysis)
- Creating and analyzing the business case
- Conducting a feasibility study
- Preparing ideas for the business solution

Specification phase

- Identifying and documenting business requirements on a more detailed level
- Supporting the Systems Analyst in preparing the detailed system specifications (e.g., covering such items as data, mapping, integration issues, user interfaces)
- Validating the proposed software design with the customer and other stakeholders

Managing any requirements changes

Development phase

- Supporting the development team during implementation (e.g., clarifying issues related to the requirements, validating business rules to be applied in the code)
- Validating the evolving solution according to the intended requirements and needs (when possible)

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BA in Phases of the Software Life Cycle (cont)

- Supporting testers in preparing test cases and test scripts at the business level and validating the resulting work products
- Managing any required changes to the requirements (resulting from detected defects, regulatory or legal changes, needs for new or extended functionality, etc.)

Testing phase

- BA role varies
- verifying test results
- resolving issues related to defects or gaps in the requirements
- Participating in the preparation of test cases for User Acceptance Testing
- Supporting the acceptance testers by answering questions during test execution

BA Planning and Monitoring

The parameters which are defined and set during the planning phase should retain their validity throughout the project phases and it becomes the responsibility of the business analyst to perform the activities classified under this knowledge area precisely.

Activities

Identify the stakeholders

- Identify stakeholders who may be impacted by a proposed initiative or who share a common business need.

BA Planning and Monitoring (cont)

- determining appropriate stakeholders for the project or project phase, and analyzing stakeholder influence, authority (approve, sign off, veto), and project attitude.
- Outputs: Stakeholder list, Stakeholder roles and responsibility designation
- RACI matrix (also known as RASCI matrix)

plays very important role in this process.

- Scope of the tasks and the dependency can be defined easily
- estimates related to cost, timing and resources

Communication Planning

- Determine what information the various stakeholders need to be provided about the results of business analysis and the forms it should take (verbal, written, etc). It includes considerations for, as well as constraints, impacts, durability and trade-offs of different communications media
- Communication plays a very important role in any stage of project life-cycle and in order to avoid ambiguity or conflicts in the requirements and end results, the communication should be precise and controlled.
- Each stakeholder should understand the details of the requirements
- WHAT, WHO and WHEN are the important questions related to communication

Monitoring BA work

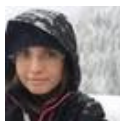
BA Planning and Monitoring (cont)

- metrics that can be used for monitoring business analysis work are determined.

- helps in improving future business analysis plans
- performance measures, reporting and corrective actions

Plan Business Analysis Activities

- Determine which activities are required to define the solution to a business problem, how those activities will be carried out, the work effort involved, and an estimate of how long the activities will take.
- Determine tasks in the Knowledge Areas:
- Identify task dependencies
- Develop estimates for BA work (time, skill level, complexity of tasks, etc.)
- Inputs: Stakeholder list, Stakeholder roles and responsibility designation, Organizational Standards
- Outputs: Business Analysis Plans for each KA
- Plan Requirements Management Process
- Describe how to determine the appropriate requirements process for a particular initiative
- Consider whether and how requirements are changed
- Which stakeholders need to approve
- Who will be consulted on, or informed of changes,



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BA Planning and Monitoring (cont)		Requirements Management and Communication (cont)
- include the approach to requirements traceability and determining which requirements attributes we will capture		Outputs: Approved Requirements, Decision Record
- Output: Requirements Management Plan		Task: Manage Requirements Traceability
RASCI: R-Responsible (does the work), A-Accountable (decision maker, only one), S-Support (provides support during any phase of lifecycle), C-Consulted (consulted prior to the work and provides input), I-Informed (informed about the work progress).		Purpose: Trace requirements (update and maintaining relationships between requirements components)
Requirements Management and Communication		Perform impact analysis when changes are requested and supply this information to the change control process
How we manage conflicts, issues and changes and ensure that stakeholders and the project team remain in agreement on the solution scope		Support the allocation of requirements to the solution in Solution Assessment and Validation .
Purpose		Outputs: Traced Requirements
Recognise that communication takes place throughout all knowledge areas and is important for managing requirements		Tasks: Maintain Requirements
Manage the approved solution and requirements scope		Purpose:
Ensure stakeholders have access to business analysis work products		Select which implemented requirements will be maintained after solution implementation
Prepare and communicate requirements to stakeholders		Name the responsible party who will maintain the requirements
Task: Manage Solution and Requirements Scope		Facilitate ongoing use of requirements for impact analysis and solution maintenance
Baseline and manage changes to business case, solution and requirements		Facilitate re-use of requirements on related projects to encourage enterprise consistency of business models
Approve requirements (according to the approval authority stated in the Requirements Management Plan)		Inputs: Implemented requirements
Control multiple versions of requirements work products		Outputs: Maintained / re-used requirements
Manage requirements conflicts and issues		Task: Prepare Requirements
Inputs: Stakeholder roles and responsibility designation, Requirements, Requirements management plan		
		Package
		Determine appropriate format for requirements, Create requirements package
		Outputs: Requirements package (e.g., executive summary, formal documentation, RFI, RFP, etc.)
		Task: Communicate requirements

Business Analysis Cheat Sheet

by Natalie Moore (NatalieMoore) via cheatography.com/19119/cs/9837/

Change Management process (cont)

Impact analysis includes analysis of the changes needed in the project schedule or budget that would be necessitated if the change were to be implemented

The planning of change implementation includes:

Updating plans as needed depending on the phase of the project (e.g., Project Plan, Development Plan, and Test Plan)

Updating business and system documentation (e.g., specifications, architecture design, user manuals)

Updating test cases and test scripts

Implementing the change (coding)

Testing by vendor or/and customer test team

Deploying the change to the production environment

Requirements Organization

Requirements can be organized (structured) into packages. This packaging conforms to the boundaries (limitations)

Scoping Enterprise

Analysis and helps to further define those boundaries

BA decomposes the problem model to make each requirement more detailed

Ensure that the model correctly reflects the boundaries for the business problem

Ensure proper level of detail is achieved

Types of decomposition

Goal decomposition

- Goals are business requirements

- Goal decomposition helps to ensure the

solution will satisfy stakeholder's needs

Feature list decomposition

- A feature is a service that the solution

provides to fulfill one or more

stakeholder need

Requirements Organization (cont)

- an abstraction of the solution of the problem expressed at a high-level

- A feature is developed into completely described functional and supplemental requirements

Functional decomposition

- breakdown of a list of items into classifications or groups based on the function each item performs or the use it provides

- identifies the high-level functions of the proposed solution, or the organization itself, and then breaks them down into sub-processes and activities.

- usually performed by a Systems Analyst

Quality Assurance

Quality Assurance is a process of systematic monitoring and evaluation of the various aspects of a project or solution. The goal is to maximize the probability that the solution has achieved a desired standard of quality

Quality Criteria for Requirements

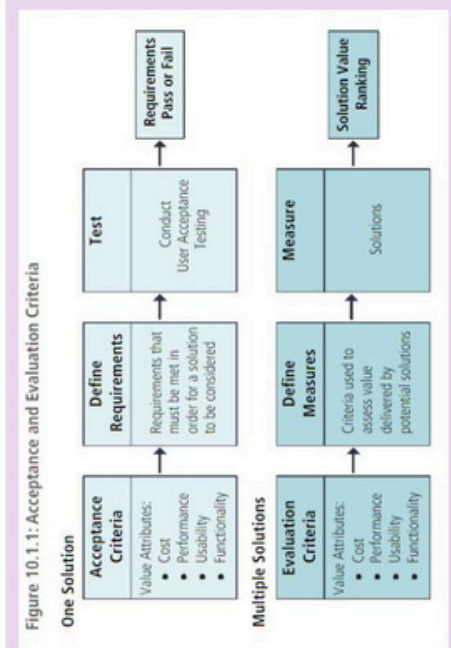
Allocatable	Feasible
Complete	Measurable
Consistent	Necessary
Correct	Prioritized
Testable	Traceable
Unambiguous	Understandable

Does not determine solution

Checklists

One of the most common techniques for requirements' quality control is the use of checklists.

Acceptance and Evaluation Criteria



Analytical skills

Financial analysis

Statistical analysis

Operations research

Requirements analysis

Systems analysis

Technical skills

Working knowledge of technology

Understanding of engineering principles

Ability to apply financial principles to feasibility studies

Managerial skills

Project management capabilities

Understanding of organizational behavior

Soft skills

Negotiation skills

- Ability to negotiate to obtain data

- Ability to negotiate with stakeholders

to implement projects

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BA necessary skills (cont)

- Ability to communicate with all levels of management
- Ability to communicate with stakeholders of various knowledge levels
- Precision in articulating ideas and thoughts
- Ability to relate with line workers
- Good technical writing skills
- Strong communication skills in all forms (verbal, non-verbal, written, etc.)
- Public speaking skills

Facilitation skills

Facilitation can be defined as a process of enabling groups to work cooperatively and effectively. Facilitation provides

leadership

Facilitation serves to improve the following skills

- Leading
- Solving issues
- Building team and community
- Empowering
- Resolving conflicts
- Transforming
- Evoking wise democracy
- Building personal effectiveness

Facilitator

A facilitator is a person who contributes structure and process to interactions so that groups are able to function effectively and make high-quality decisions. The facilitator's goal is to support others and enable them to achieve high performance

Tasks and activities

- Helping the group to define its goals and objectives

BA necessary skills (cont)

- Providing processes to support members of the group to help them use their time effectively and to make high-quality decisions
- Guiding group discussions to ensure objectives are met, and noting any ideas and concepts raised by members during the discussion
- Supporting members of the group in assessing their current skills and building new skills
- Using consensus to enable the group to make decisions
- Managing conflicts using a collaborative approach
- Helping the group to communicate effectively and to access resources needed to make decisions

The facilitator must always stay neutral, listen actively and ask questions that allow the group to identify and collect ideas and concepts. One of the facilitator's tasks is to note and summarize all ideas raised by the members of the group.

Facilitator competencies

- Communicates well
- Processes ideas from people
- Shows a natural interest
- Listens well
- Maintains control
- Empowers the group
- Handles uncertainty
- Connects with the group quickly
- Focuses on the business, not on personal solutions
- Negotiates between parties
- Understands group dynamics

BA necessary skills (cont)

- Helps the group to listen and draw logical conclusions
- Runs meetings
- Manages people's expectations
- Understands and explains the process