



START YOUR BA CAREER – EMPLOYED IN AN OFFICE SETTING

Use this worksheet to figure out how to make the most of your current job opportunities and move towards or accelerate your business analysis career.

1: WHY DO YOU WANT TO BE A BUSINESS ANALYST?

Read [“42 Reasons to Start a BA Career”](#) and identify the top reasons you want to be a business analyst.

(Even if you are sure BA is for you, invest at least a few minutes here. It will help you clarify your goals and see opportunities.)

2: DO BUSINESS ANALYSIS TASKS

Doing business analysis tasks is the most effective way to grow your BA career, even if you aren't yet in a BA job role. Doing BA gets you noticed as someone who can do BA and kicks off a virtuous cycle of one task leading to another.



Your Current Project List

It's often easiest to apply BA tasks on project. A project is any activity that has a start and an end. List your current projects. Or, you can list any projects you'd like to do, like fixing a broken process.

Project Name	Project Scope	Project Benefits

(By the way, creating a project list and identifying the benefit of a project is a BA activity. So you already got one BA task out of the way. Go you!)



What BA Tasks Could You Apply

Brainstorm ideas for applying BA tasks in your projects or in your ongoing work.

Check out these posts for more ideas:

- [How to Expand Your BA Experience](#)
- [What Skills Are Important for a New BA?](#)
- [What Requirements Specifications Does a BA Create?](#)

(Practicing any skill or specification can be a launch point for a BA task.)

3: ASSESS INTERNAL OPTIONS

After assessing your internal options, you'll have a better idea of what internal promotion paths you can explore on your path to business analysis.

Find Relevant Job Roles

Look for roles in your organization with the title "business analyst" or that have business analysis responsibilities. Common examples are project



managers, software developers, functional managers, technical writers, and quality assurance engineers. Make a list of job titles and people below.

Job Title	People In This Job	BA Responsibilities

Any Roles You Want and Are Qualified For?

After identifying roles with BA responsibilities, consider whether any of these roles are roles that you want and are qualified to do.

For each role that seems like it could be a good fit, identify the role, what strengths you bring, and any competency gaps you'd need to fill.

Role #1 _____



Role #2 _____

Role #3 _____

Could You Propose a BA or Transitional Role?

If there isn't a current role that can move you closer to business analysis, consider whether a new role could be created for you.

What Would the Role Look Like?

Write out your ideas for what a new BA role would look like that plays to your current strengths. Who would you report to? What would you do?



How would the role add value to your organization or what problem would you be solving?

Plan Out Proposing the Role

Brainstorm ideas for how to propose the role and gain support. Consider who you can interview to validate the value proposition, who will be your supporters, what responsibilities you could take on now to demonstrate your capabilities and the business need.



Overcoming Roadblocks

When proposing a new job role, it's likely you'll encounter a few roadblocks along the way, such as an HR requirement, a non-supportive manager, or initially resistant stakeholders. Identify what roadblocks you can anticipate and plan how to work around them.

4: STAYING RELEVANT

Staying relevant requires awareness of the skills and job requirements outside of your organization and expanding your experience accordingly. Brainstorm a few ways that you'll stay relevant. Common solutions are to attend local professional meetings and regularly review job postings. (If you are happily employed, plan to invest just a couple hours / month here.)



FINAL STEP: IDENTIFY YOUR NEXT STEPS

It's likely that you have more ideas for moving your career forward than you can conceivably attend to in the foreseeable future. Identify the top 3-5 activities, set a goal date for accomplishing them, and get started. Be sure to capture how each activity will move your career forward – it will help motivate you to invest the time and energy in it.

Print this page and keep it where you'll see it often.

I Will	By	This Will Move My BA Career Forward Because

(Don't stress out about selecting exactly the right tasks. You can always come back to your other ideas once you've made progress on one or two items and revisit what's most important.)