



We'll Help You Start Your Business Analyst Career

SUMMER 2014 READING LIST

Are you looking for ways to get ahead in your business analysis career? We've compiled our most valuable articles on the most critical business analysis skills to make your summer business analysis reading a snap.

Use this list to re-energize your business analysis work, make your coffee breaks more productive, or fill those small windows of time before meetings. Save this list to your e-reader or computer and you'll always have a little bit of productive reading at your virtual finger tips.

Don't miss the "Just for Fun" section at the end – those who can make business analysis fun often move ahead more quickly!

Here's a snapshot of what's covered in this year's reading list:

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Without further ado...onto the articles!



ELICITATION AND REQUIREMENTS DISCOVERY

Elicitation is the set of skills and processes business analysts use to discover the current state, desired future state, and business needs driving a new initiative. Here we look at how to get the information you need as efficiently as possible.

[7 Questions that Will Get Even More Information out of Your Stakeholders](#)

[How to Interview a Subject Matter Expert](#)

[53 Tips to Discover All the Requirements](#)

[Elicitation Techniques Used by BAs](#)

[How to Effectively Manage Multiple Participants on a Conference Call](#)

REQUIREMENTS SPECIFICATIONS

Requirements specifications take many forms and are the tangible output of business analysis work. Here we look at how to make your requirements documentation clearer, shorter, and more effective.

[What Makes Good Requirements Documentation?](#)

[22 Visual Models Used by Business Analysts](#)

[It's Not "All Requirements" – Assumptions and Constraints Matter Too](#)

[I'm Letting Go of the Big Thick Requirements Document](#)

[Technical Specifications and System Documentation Can Take Different Forms](#)

BUSINESS ANALYSIS APPROACH AND PLANNING

The key to being more effective as a business analyst is to become intentional about your approach. Here we cover the skills you need make your projects more successful.

[The Business Analysis Process: 8 Steps to Being an Effective Business Analyst](#)

[How Do I Convince My Team to Adopt Better Requirements Practices?](#)

[If a Project is Approved, Do I Need a Business Case?](#)

[How to Use Performance Objectives and Measures to Improve Requirements Processes](#)

[6 Pre-Emptive Tips for Easier Requirements Prioritization](#)



CHOOSING THE RIGHT BA TECHNIQUES

Skilled BAs have a toolbox of techniques they draw from as needed for each project. Here we cover when to use specific business analysis techniques and how to choose techniques for specific types of projects.

[What's the Difference between a Wireframe, Mock-Up, and Prototype?](#)

[When Would You Write a Use Case](#)

[What Requirements to Specify for COTS and SaaS Projects](#)

[How Do I Extract Business Rules from Legacy Systems?](#)

And you can almost never go wrong by choosing to [Analyze the Business Process](#)

THE AGILE BUSINESS ANALYST

Even if your organization isn't adopting agile methodologies, it's a good idea to become aware of what agile is and how business analysis fits into agile environments. Here we cover the most common skills used by BAs on agile teams.

[How to Write User Stories](#)

[How to Create a Product Backlog](#)

[The Positive Influence BAs Have in the Quality of Documentation in Agile Projects](#)

[How to Groom the Product Backlog for Improved Sprint Planning](#)

[How to Define Scope in an Epic](#)

KEY CONCEPTS FOR EVERY BA

These concepts are in the need-to-know realm for any BA!

[What Everybody Ought to Know About the BABOK® Guide](#)

[The Difference between a Business Analyst and a Systems Analyst](#)

[Are Best Practices Really Best?](#)

JUST FOR FUN

[The Dwight Schrute School of Business Process Improvement](#)

[STOP! You Are Being Too Detail-Oriented!](#)

[How to Help Stakeholders See What's Possible](#)

[How to Handle Negative Energy in the Workplace](#)

[Michael Scott's Guide to Facilitating a Meeting \(he's better than you think\)](#)

HAPPY SUMMER!!

I hope you enjoy this year's summer reading series. Again, there is no need to read all of the articles or to read them all at once. Save this PDF to your desktop or e-reader and dip in and out as you have small spaces of time to invest in your career.

As always, I wish you the absolute best success as a business analyst and I'm here to help in any way that I can.

Best regards,

Laura

Laura Brandenburg, CBAP

We'll Help You Start Your Business Analyst Career

<http://www.bridging-the-gap.com>