



SUMMER 2016 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, as long as you have an internet connection, 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!



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 use those techniques for specific types of projects.

[How to Analyze a Business Process](#)

[How to Write a Use Case](#)

[4 Data Modeling Techniques that Solve Tricky Project Challenges](#)

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

[How to Create a User Interface Specification](#)

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.

[8 Steps to Being an Effective Business Analyst](#)

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

[Am I Doing This Correctly? 3 Questions to Be Sure You Are On the Right Track](#)

[How to Manage a Project Portfolio](#)

BA Essentials Master Class – 4-Week Virtual Course



Master the 8-step business analysis process
to handle any project like a pro!

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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.

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

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

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

[How to Resolve Feature Battles](#)

[Missed Requirements – How to Avoid This BA Nightmare](#)

IMPROVING YOUR 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.

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

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

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

[It's Not Just About the Software](#)

[7 Use Case Mistakes That Confuse Your Stakeholders](#)

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 Create a Product Backlog](#)

[How to Write User Stories](#)

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

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

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

[A Project That Switched to Agile in the Middle \(Part 5 of our Behind-the-Scenes in Business Analysis Series\)](#)

KEY CONCEPTS FOR EVERY BA

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

[Starting a New Business Analyst Job \(4-Part Series\)](#)

[Getting Past Barely Managed Chaos](#)

[4 Things I Would Have Liked to Have Known Before I Started My BA Career](#)

[The IT Business Analyst – 4 Ways the Job Description is Expanding](#)

[Are Best Practices Really Best?](#)

JUST FOR FUN

[8 Things to Love About Business Analysis](#)

[You Are Not a Magician \(Or Maybe You Are\)](#)

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

[The Luck of the Business Analyst](#)

[5 Business Analyst Nicknames](#)

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

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We'll Help You Start Your Business Analyst Career

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