



# BUSINESS ANALYST SKILLS ASSESSMENT

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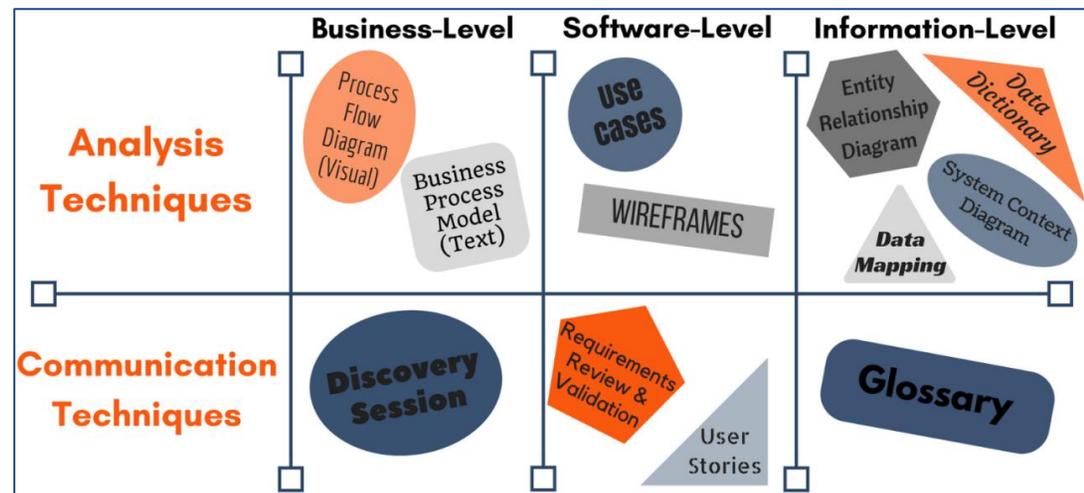
## ABOUT THE ASSESSMENT

This assessment is designed for professionals looking to start business analyst careers and is intended to be used as a tool to help them clarify their level of awareness and experience of key business analysis techniques and processes and to make more informed decisions about training and career opportunities.

The first step is to complete the assessment, recognizing that some experience may have happened informally, outside a structured business analysis process. The second step is to identify training needs and a development plan.

## ASSESSMENT PART 1: THE BUSINESS ANALYST BLUEPRINT™

The Business Analyst Blueprint™ covers the core business analysis techniques that new business analysts use to discover, analyze, and communicate requirements on a typical business process or software change project.



## ASSESSMENT OF EACH TECHNIQUE

Skill	Explanation	Related / Variant Terms	Level of Skill <ul style="list-style-type: none"> <li>• Novice</li> <li>• Intermediate</li> <li>• Expert</li> </ul>	Formality <ul style="list-style-type: none"> <li>• Informal</li> <li>• Formal</li> </ul>
<b>Process Models</b>	Map out a high-level process and use clarifying techniques like swimlanes and decision points.	Process Maps, Workflow Diagrams		
<b>Business Process Document</b>	Create a detailed textual document to describe the business process that includes roles, business rules, exceptions, entry points, and end points.	Business Procedures, Business Workflow, As Is Business Process		
<b>Discovery Session</b>	Engage stakeholders from multiple departments to provide input on the current state business process.	Elicitation Session, Stakeholder Meeting		
<b>Business Process Improvement</b>	Create organizational change by clarifying, updating, and improving the business process.	Organizational change, Continuous Improvement, To Be Processes		
<b>Use Cases</b>	Create a detailed textual document that describes the user’s interaction with a software system to achieve a specific goal.	Functional Requirements, Software Requirements		

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<b>Wireframes</b>	Create a visual model of the user interface.	Prototype, User Interface Model, Rendering		
<b>Requirements Review &amp; Validation</b>	Collaborate with stakeholders to ensure the use cases and wireframes represent the intended requirements and are feasible to implement.	Requirements Meeting, Design Meeting		
<b>User Stories</b>	A functional requirements model for communicating software requirements in an agile software development environment.	Acceptance Tests, Product Backlog		
<b>Glossary</b>	Document defining key business terms and their definitions.	Terminology,		
<b>Entity Relationship Diagram</b>	Visual model clarifying key business concepts and how they relate.	ERD, Domain Model		
<b>System Context Diagram</b>	Visual model showing how information flows between systems.	Context Diagram, Data Flow		

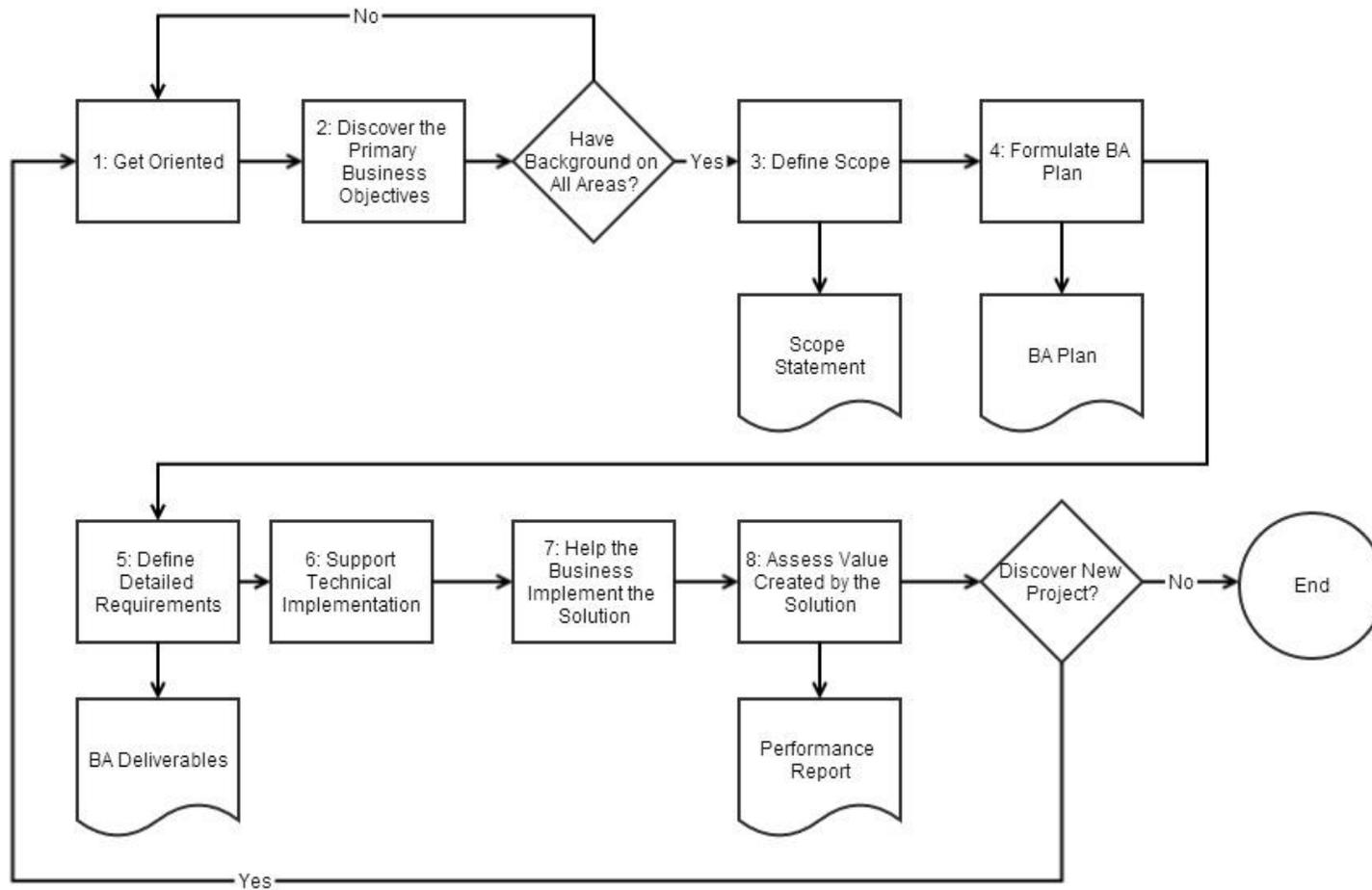
Skill	Explanation	Related / Variant Terms	Level of Skill	Formality
<b>Data Dictionary</b>	Detailed matrix identifying the key attributes to be stored by an information system, and business rules for each attribute such as whether it is required and what type of information it contains.	Data Matrix, Attribute List	<ul style="list-style-type: none"> <li>• Novice</li> <li>• Intermediate</li> <li>• Expert</li> </ul>	<ul style="list-style-type: none"> <li>• Informal</li> <li>• Formal</li> </ul>
<b>Data Mapping</b>	Detailed matrix identifying how data flows from one system to another, common in data migration and system integration projects.	Data Flow, API Specification, Data Migration Specification		

## NOTES

## ASSESSMENT PART 2: THE BUSINESS ANALYSIS PROCESS

The [business analysis process](#) covers the step-by-step sequence for taking a project from ambiguity to clarity, and delivering a high-quality solution that actually meets the requirements.

[Click here to learn more about the business analysis process](#)



## ASSESSMENT OF EXPERIENCE WITH EACH STEP OF THE BUSINESS ANALYSIS PROCESS

Skill	Explanation	Level of Skill	Project Sizing	Stakeholder Environment
<b>1 - Get Oriented</b>	Ability to discover what's needed to get started quickly, by clarifying the role, the project, and the existing system and process capabilities.	<ul style="list-style-type: none"> <li>• Novice</li> <li>• Intermediate</li> <li>• Expert</li> </ul>	<ul style="list-style-type: none"> <li>• &gt; 1 week</li> <li>• &gt;1 month</li> <li>• 1-3 months</li> <li>• 3+ months</li> </ul>	<ul style="list-style-type: none"> <li>• 1-2 stakeholders</li> <li>• 3-5 stakeholders</li> <li>• 6+ stakeholders</li> </ul>
<b>2 - Discover the Business Objectives</b>	Discover what's driving the project so you can ensure the scope addresses the true business need, or problem to be solved.			
<b>3 - Define Scope</b>	Gain agreement from the business and technology stakeholders on the project scope – or what will be accomplished within the project constraints.			
<b>4 - Formulate BA Plan</b>	Create a realistic and credible business analysis plan that includes deliverables, stakeholders, and timelines.			
<b>5 - Define Detailed Requirements</b>	Work through the detailed requirements deliverables and establish an iterative rhythm.			

Skill	Explanation	Level of Skill	Project Sizing	Stakeholder Environment
<b>6 - Support Technical Implementation</b>	Ensure the technical solution meets the objectives, through collaboration and user acceptance testing.	<ul style="list-style-type: none"> <li>• Novice</li> <li>• Intermediate</li> <li>• Expert</li> </ul>	<ul style="list-style-type: none"> <li>• &gt; 1 week</li> <li>• &gt;1 month</li> <li>• 1-3 months</li> <li>• 3+ months</li> </ul>	<ul style="list-style-type: none"> <li>• 1-2 stakeholders</li> <li>• 3-5 stakeholders</li> <li>• 6+ stakeholders</li> </ul>
<b>7 - Help the Business Implement the Solution</b>	Support the business stakeholders in making business process changes so that the solution ultimately delivers the intended result.			
<b>8 - Assess the Value Created by the Solution</b>	Assess the ROI (Return on Investment) of the delivered solution.			
<b>Agile Business Analysis Concepts</b>	Apply the business analysis process iteratively and effectively to collaborate with an agile software development team.			

## **ASSESSMENT OF TRAINING NEEDS AND DEVELOPMENT PLAN**

### **Opportunities to Translate Informal Experience to More Formal Experience**

Highlight opportunities to apply more formal tools, templates or techniques to solidify past transferable experience into a marketable business analyst skill. Often these will be the quickest wins for an aspiring business analyst, to gain traction quickly with a core set of business analyst skills. Formal training or 1-1 mentoring are both options.

### **Opportunities to Gain Initial Familiarity and Experience**

Highlight opportunities to gain exposure to new concepts and start building experience. Often these tasks can be done first under the direct guidance of a senior business analyst, or as part of a formal training program that includes both training and skill application.

## **Opportunities to Gain Exposure to Additional Steps in the Business Analysis Process**

Include opportunities to shadow or complete steps in the process that they have not seen before, or apply the steps in a project of increasing significance or stakeholder complexity. For example, going from discovering the business objectives from a single stakeholder to negotiating objectives from 3 or more stakeholders.



# ABOUT BRIDGING THE GAP

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Bridging the Gap has been serving the business analyst community since 2008. We are an Endorsed Education Provider™ of the International Institute of Business Analysis® and a Registered Education Provider® with the Project Management Institute®.



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Instructor support spans 90 days so **you can apply what you learn on your real project work, ask questions, and receive instructor feedback. You will see immediate improvements on your active projects when you successfully apply the course materials.**

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