Business Analysis Primer Checklist

- ☐ Learn common business analysis terminology

- ☐ Learn the business analysis competencies

- ☐ Learn the business analysis framework

- ☐ Learn how business analysis fits in with organizational change management and project management

- ☐ Learn the business analysis knowledge areas and what the BA's responsibilities are in each
    - o Needs Assessment
        - ▪ Key terms and process
        - ▪ Identifying and analyzing EEFs
    - o Stakeholder Engagement
        - ▪ Key terms and process
    - o Elicitation
        - ▪ Process
        - ▪ Difference between eliciting and gathering requirements
    - o Analysis
        - ▪ Key terms and process
    - o Traceability and Monitoring
        - ▪ Key terms and process
    - o Solution Evaluation
        - ▪ Key terms and process

- ☐ Learn what tools and techniques you need in your business analysis toolbox