

Business Analyst

◆Summary of Position:

The Business Analyst's role is to elicit, analyze, specify, and validate the business needs of project stakeholders, be they customers or end users. This includes interviewing stakeholders and gathering and compiling user requirements to convey to development teams throughout the software lifecycle. This Business Analyst will also apply proven communication, analytical, and problem-solving skills to help support the development process, and to ensure that project deliverables are met according to specifications.

◆Duties and Responsibilities:

Strategy & Planning

- Collaborate with project managers and project sponsors to determine project scope and vision.
- Conduct interviews and product analysis to gather user requirements
- Identify and establish scope and parameters of requirements analysis in order to define impact, outcome criteria, and measure-taking actions.
- Work with stakeholders and project team to prioritize collected requirements.
- Establish practices and procedures that work towards the continuous improvement of the requirements process.
- Research, review, and analyze the effectiveness and efficiency of existing requirements gathering processes and develop strategies for enhancing or further leveraging these processes.

Operational Management

- Analyze and verify requirements for completeness, consistency, comprehensibility, feasibility, and conformity to standards.
- Develop and utilize standard templates to accurately and concisely write requirement specifications.
- Translate conceptual user requirements into functional requirements in a clear manner that is comprehensible to developers/project team.
- Where necessary, develop prototypes of interfaces and attributes based on findings.
- Create process models, specifications, diagrams, and charts to provide direction to developers and/or the project team.
- Develop and conduct peer reviews to ensure that requirement specifications are correctly interpreted.
- Manage and track the status of requirements throughout the project lifecycle; enforce and redefine as necessary.
- Communicate changes, enhancements, and modifications – verbally or through written documentation project managers, sponsors, and other stakeholders so that issues and solutions are understood.

◆Skills and Knowledge:

- Ability to create systematic and consistent requirements specifications in both technical and user-friendly language.
- Ability to apply statistical and other research methods into systems issues and products as required.
- Working technical knowledge of Java or .Net programming languages.
- Clear understanding of product management and market placement.

◆Education and Experience:

- College diploma or university degree in the field of business administration, computer science, finance, or information systems and at least 5 years related work experience.
- Proven experience with business and technical requirements analysis, elicitation, modeling, verification, and methodology development.
- Experience overseeing the design, development, and implementation of software and hardware solutions, systems, or products.

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