

# BUSINESS ANALYST FRAMEWORK

## A COMPLETE CHEAT SHEET FOR EVERY BA

FRAMEWORKS • TECHNIQUES • DELIVERABLES • MINDSET

### THE BA ROLE AT A GLANCE

The bridge between business needs and solution delivery.



- ✓ Understand needs
- ✓ Analyze problems
- ✓ Facilitate decisions
- ✓ Define solutions
- ✓ Ensure value delivery
- ✓ Drive change

### THE BA CORE COMPETENCIES

- ANALYTICAL THINKING**  
Break down complex problems and find the right solutions.
- COMMUNICATION**  
Elicit, clarify and convey information effectively.
- STAKEHOLDER MANAGEMENT**  
Build relationships and manage expectations.
- BUSINESS ACUMEN**  
Understand the business, industry, and strategic objectives.
- PROBLEM SOLVING**  
Evaluate options and recommend the best path forward.

### BA KEY PRINCIPLES

- Focus on Value**  
Always align solutions with business value.
- Collaborate**  
Work with stakeholders throughout the process.
- Think Holistically**  
Consider the big picture and end-to-end impact.
- Stay Objective**  
Base recommendations on facts and evidence.
- Drive Change**  
Enable the business to adapt and improve.

### THE BA PROCESS FRAMEWORK



### POPULAR ELICITATION TECHNIQUES

- Interviews**  
One-on-one conversations to gather insights.
- Workshops**  
Collaborative sessions to explore and align.
- Surveys / Questionnaires**  
Collect data from a larger audience.
- Observation**  
Understand current processes in action.
- Document Analysis**  
Review existing documents and artifacts.
- Prototyping**  
Build models to explore and validate ideas.

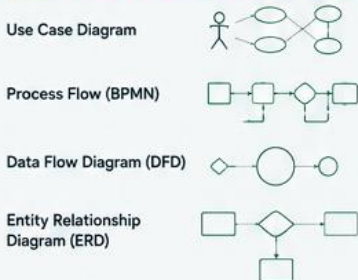
### REQUIREMENTS TYPES



### KEY DELIVERABLES

- Business Case**  
Justify the need and expected value.
- Stakeholder Register**  
Identify and analyze stakeholders.
- Requirements Documentation**  
BRD, FRD, Use Cases, User Stories.
- Process Models**  
Flowcharts, BPMN, SIPOC, etc.
- Data Models**  
ERD, Data Dictionary.
- Solution Evaluation**  
Options analysis and recommendation.

### SAMPLE MODELS & DIAGRAMS



### STAKEHOLDER ANALYSIS (POWER / INTEREST GRID)



### BA MINDSET

