
Overview

Sub-discipline Business Analysis (201) is concerned with the competencies required to assist an organisation in improving its business performance through a set of integrated and systematic activities designed to analyse opportunities for new or enhanced IT systems and identify possible options that may be adopted.

Working in the associate professional role (2013) involves:

- Assisting in identifying business analysis requirements for new or enhanced IT systems, under the direction of others (2013.01); and
- **Gathering, documenting and communicating information relating to IT business analysis activities, under the direction of others (2013.02).**

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Gather, document and communicate information relating to IT business analysis activities, under direction

Performance criteria

You must be able to:

- P1 correctly use the procedures, tools, techniques and plans applicable to IT business analysis activities
- P2 comply with any relevant legislation, regulations and standards relating to IT business analysis activities in own area of accountability
- P3 gather and document information relating to an IT business analysis assignment
- P4 assist others in documenting options, proposals and plans arising from a specified IT business analysis assignment
- P5 assist others in communicating effectively and in a timely manner with a range of individuals during a IT business analysis assignment

Knowledge and understanding

You need to know and understand:

- K1 how to identify and select the procedures, tools and techniques for conducting IT business analysis assignments
- K2 how to identify which individuals and groups need to be informed about IT business analysis activities
- K3 how to source, gather and collate information relating to:
 - K3.1 the IT requirements
 - K3.2 the scope of an IT business analysis assignment
- K4 how to use and apply the procedures, tools and techniques for undertaking IT business analysis assignments
- K5 how to record and store information relating to:
 - K5.1 the IT requirements
 - K5.2 the scope of an IT business analysis assignment
- K6 how to record and store information:
 - K6.1 from sponsors, stakeholders and other individuals
 - K6.2 from internal and external sources
- K7 how to operate, for IT business analysis activities, with reference to:
 - K7.1 organisational strategy, policies and standards
 - K7.2 professional and ethical standards
- K8 how to operate with integrity and confidentiality during IT business analysis activities
- K9 how to comply, for IT business analysis activities, with:
 - K9.1 all relevant and applicable legislation, regulations and standards
 - K9.2 all relevant internal policies, approaches and standards

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- K10 how to communicate and liaise with all individuals who may be involved in a IT business analysis assignment
- K11 how to communicate the potential implications for the organisation arising from IT business analysis activities to relevant individuals and groups
- K12 the importance of ensuring that information collected during IT business analysis activities is used and applied, as appropriate, in related activities such as benefits realisation
- K13 the need for monitoring the alignment of IT business analysis activities:
 - K13.1 with the business needs
 - K13.2 with all relevant legislation, regulations and standards
- K14 the importance of applying a range of interpersonal communications skills that are appropriate to IT business analysis assignments

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