
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 professional role (2014) involves:

- Assisting in preparing for an IT business analysis assignment (2014.01);
- **Gathering, documenting and helping to verify information relating to IT business analysis activities (2014.02);**
- Undertaking IT business analysis activities (2014.03); and
- Communicating information relating to IT business analysis activities (2014.04).

Gather, document and help verify information relating to IT business analysis activities

Performance criteria

You must be able to:

- P1 gather information from business, process and systems architectures that are relevant to a particular IT business analysis assignment
- P2 gather and collate qualitative and quantitative evidence to support any options, proposals and plans during IT business analysis assignments
- P3 document options, proposals, decisions and plans made during an IT business analysis assignment, clearly and accurately
- P4 assist with the verification of information used during IT business analysis activities

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Knowledge and understanding

You need to know and understand:

- K1 how to source, gather and collate information:
 - K1.1 from sponsors, stakeholders and other internal and external sources/individuals
 - K1.2 already documented, including that contained within business, process, systems and IT architectures
 - K1.3 relating to a range of IT options considered to meet the business requirements
 - K1.4 to establish the preferred IT options to meet business requirements
 - K1.5 relating to the proposed plans for the next stage of activity following completion of an IT business analysis assignment
- K2 how to source and record supporting evidence for any IT options considered
- K3 how to record and store:
 - K3.1 information relating to a range of IT options to meet the business requirements
 - K3.2 the preferred IT option that most effectively meets the business requirements
 - K3.3 the rationale for rejecting other IT options
 - K3.4 decisions made relating to IT business analysis activities
 - K3.5 the deliverables from all stages of IT business analysis activities
 - K3.6 the proposed plans for the next stage of activity following completion an IT business analysis assignment
- K4 the importance of documenting the deliverables from IT business

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analysis activities in a clear and understandable manner

- K5 the importance of verifying the accuracy, currency, completeness and relevance of information created, collected, used and documented during IT business analysis activities

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Suite IT and Telecoms

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