
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 senior professional role (2015) involves:

- Preparing for IT business analysis assignments (2015.01);
- **Planning and implementing IT business analysis assignments (2015.02);**
- Managing IT business analysis activities (2015.03); and
- Communicating the results of IT business analysis activities (2015.04).

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Performance criteria

You must be able to:

- P1 verify any information used by self and others, as appropriate, during IT business analysis activities
- P2 interpret and apply all information that needs to be considered during IT business analysis assignments
- P3 identify and select a range of options, proposals and plans that meet business requirements and that may incorporate a range of complex and non-routine issues and involve one or more business functions
- P4 assist in identifying the potential contribution of IT/technology to enhance existing business strategies or objectives within an organisation and/or open up new business opportunities to an organisation or organisations
- P5 co-ordinate business analysis activities with benefits realisation activities in a timely manner as required to meet the specified business needs

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Knowledge and understanding

You need to know and understand:

- K1 how to identify and select the sources of information that will be used during IT business analysis activities
- K2 how to identify information already documented, including that contained within business, process, systems and IT architectures
- K3 how to identify and select:
 - K3.1 a range of suitable IT options to meet the business requirements
 - K3.2 supporting evidence for any IT options considered
 - K3.3 the preferred IT option that most effectively meets the business requirements
- K4 how to identify the implications and consequences of the preferred IT option
- K5 how to verify the accuracy, currency, completeness and relevance of information created, collected, used and documented during IT business analysis activities
- K6 how to use and apply:
 - K6.1 the most appropriate approaches to undertake IT business analysis assignments
 - K6.2 the procedures, tools and techniques to monitor the alignment of IT business analysis activities with all relevant legislation, regulations and standards
 - K6.3 supporting evidence for any IT options considered
- K7 how to use and apply information:
 - K7.1 already gathered, including that contained within business, process, systems and IT architectures
 - K7.2 relating to the IT requirements
 - K7.3 relating to the scope of an IT business analysis assignment

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- K7.4 from sponsors, stakeholders and other individuals
- K7.5 from internal and external sources
- K7.6 relating to a range of IT options to meet business requirements
- K7.7 to establish the preferred IT option to meet business requirements
- K7.8 to produce the proposed plans for the next stage of activity following completion of an IT business analysis assignment
- K8 how to analyse:
 - K8.1 all information gathered during an IT business analysis assignment
 - K8.2 a range of IT options, in order to establish which may meet the business requirements most effectively
 - K8.3 the implications and consequences of the preferred IT option
- K9 how to develop and present a set of IT options to address the business requirements
- K10 how to recommend the preferred IT option to meet the business requirements most effectively
- K11 how to present the implications and consequences of the preferred IT option
- K12 how to develop and recommend the proposed plans for the next stage of activity
- K13 how to solicit information from a range of internal and external sources, as appropriate
- K14 how to take account of external factors in IT business analysis activities
- K15 how to ensure that information collected during IT business analysis activities is used and applied, as appropriate, in related activities, such as business change and benefits realisation
- K16 the range of approaches that can be taken to undertake IT business

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analysis in a range of business contexts and their appropriateness

- K17 the importance of IT business analysis assignments proactively identifying and proposing opportunities for business improvement through the application of IT and other technology

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