

Business Analyst Job Description

To analyse, record, propose solutions and prepare functional specifications for large or complex business processes. Assist in the preparation of user and system test plans.

Personal Spec

Experience of analysing and documenting complex business processes

Evidence of writing requirement specifications for Information Systems

Software Development expertise

Experience of the project lifestyle from start to finish

Able to demonstrate experience of interacting directly with end users

Results driven

Excellent Communication and interpersonal skills

Duties & Responsibilities

Transfer the business requirements of the project into functional specifications and comprehensive test plans

Record workflow and results of business analysis and get signed approval from client reference the specifications

Analyse business processes and document

Act as co-ordinator between the customer, development team and any third parties concerning software functionality for the duration of the development lifecycle

Design and implement test scenarios and test scripts

Ensure agreed deadlines are met by managing change requests within the project plans on a day to day basis

Produce weekly reports for the project manager outlining progress, future key points, status, resource requirements, issues, risks and dependencies