

BA-BoK v3.0 Quick Reference – Knowledge Areas & Tasks

Strategy Analysis

1. Analyze Current State
2. Define Future State
3. Assess Risks
4. Define Change Strategy

Current – Future – Risk – Change (CFRC)

Requirements Elicitation & Collaboration

1. Prepare for Elicitation
2. Conduct Elicitation
3. Confirm Elicitation Results
4. Communicate BA Information
5. Manage Stakeholder Collaboration

Prepare for the 4 C's (PCCCC)

Requirements Analysis and Design Definition

1. Specify & Model Requirements
2. Verify Requirements
3. Validate Requirements
4. Define Requirements Architecture
5. Define Design Options
6. Analyze Potential Value & Recommend Solution

(MNVADS)

Business Analysis Planning & Monitoring

1. Plan BA Approach
2. Plan Stakeholder Engagement
3. Plan BA Governance
4. Plan BA Information Management
5. Identify BA Performance Improvements

All Systems Get Improved by Planning (ASGIP)

Requirements Life Cycle Management

1. Trace Requirements
2. Maintain Requirements
3. Prioritize Requirements
4. Assess Requirements Changes
5. Approve Requirements

Too Many Priorities Change Approvals (TMPCA)

Solution Evaluation

1. Measure Solution Performance
2. Analyze Performance Measures
3. Assess Solution Limitations
4. Assess Enterprise Limitations
5. Recommend Actions to Increase Solution Value

(PMSEA)

Underlying Competencies

Tools & Technologies

- Business Analysis Tools
- Office Productivity Tools
- Communication Tools

COB

Analytical Thinking

- Creative Thinking
- Decision Making
- Learning
- Problem Solving
- Systems Thinking
- Conceptual Thinking
- Visual Thinking

Behavioral Characteristics

- Adaptability
- Personal Accountability
- Organization & Time Mgmt.
- Ethics
- Trustworthiness

A POET

Business Knowledge

- Business Acumen
- Industry Knowledge
- Organization Knowledge
- Solution Knowledge
- Methodology Knowledge

BIOMS

Communication Skills

- Written Communication
- Non-Verbal Communication
- Listening
- Verbal Communication

WNLV

Interaction Skills

- Facilitation
- Leadership
- Influencing
- Negotiation
- Teamwork

FLINT