

# Business Analyst



**Role overview:** A Business Analyst aligns your organisation's processes and projects with its strategic goals. They assess business needs, identify opportunities for improvement and design solutions that drive growth, productivity and efficiency.



## Step 1: Discover

- Sourcing
- Testing and matching
- Culture fit interview
- Candidate approval

**Watch this video for a demo of shortlisting and interviewing candidates on *Potential***



## Step 2: Train (avg 60-127 hrs)

- Business Analyst Foundations
- Consulting Fundamentals
- Introduction to Digital Project Management
- Data Foundations
- Reporting with Power BI



## Step 3: Demonstrate

Capstone: SFIA level 3

**Part 1:** Using the provided scenario, prepare a documented report.

**Part 2:** Leveraging user stories, present key report findings and propose project options to key stakeholders.

**[Read more about Capstones](#)**

This Capstone is an example only and can be tailored to your organisation's needs.



## Step 4: Deploy

- Internal hiring
- Onboarding



## Step 5: Grow

- Post deployment
- Capstone: SFIA level 4
- Capstone: SFIA level 5



Below is the recommended training for candidates to be job-ready as a Business Analyst. This suite of courses can be completed in as little as 60-127 hours.

**Explore the full Business Analysis pathway**

Duration: 40 hrs



## Business Analyst Foundations

- Understand and implement fundamental knowledge of business analysis
- Plan and define projects
- Elicit project requirements
- Understand the role of a Business Analyst in design and development, including testing

Duration: 20 hrs



## Introduction to Project Management

- Define projects, frameworks, methodologies and project lifecycles
- Understand and build stakeholder relationships
- Understand the key principles of change management
- Schedule projects from scope to critical path
- Understand the software development lifecycle and agile methodologies

### Additional

Duration: 5-10 hrs



## Consulting Fundamentals

- Introduction to consulting and the different types used in the field
- An in-depth look at what business acumen is and how a consultant can understand problems in an organisation
- Understanding the foundational communication and presentation skills a consultant needs to know
- How a consultant may further their education and professional development to better assist a business



These courses are optional additions to the Business Analyst career pathway – depending on the needs of your organisation.

**Explore the full Business Analysis pathway**

## Additional

Duration: 20-30 hrs



### Data Foundations

This is the first course in a three-part series comprising of Data Foundations, Data Analysis with Excel and Data Visualisation with Power BI.

- Plot and optimise graphs using good visualisation principles
- Interpret basic descriptive statistics
- Understand and plot frequency distributions
- Use and adapt pivot tables
- Understand variants and measures of central tendency
- Understand and avoid misleading statistics

Duration: 40-50 hrs



### Data Analysis with Excel

The course will provide students with the core skills required to transform unprocessed data into insights that enable decision making.

- Intro to data analytics
- Transforming data
- Text manipulation
- Joining data in Excel
- Exploratory analysis
- Intro to Power Query
- Quartiles, the IQR and percentiles
- Standard deviation
- Descriptive statistics
- Correlation

Duration: 10-15 hrs



### Reporting with Power BI

This course will teach students how to turn raw data into actionable insights using Power BI and build interactive reports that inform decision-making.

- Connect data sets from a range of sources
- Design engaging visualisations
- Clean, transform and model data
- Build reports and dashboards
- Tell a compelling story with data

## Capstone: SFIA level 3



### CAPSTONE PROJECT

A Capstone project is a practical exercise which enables students to demonstrate technical proficiency before stepping into a new role.

The final Capstone presentation is made to the employer or hiring manager and other relevant team members who may ask technical questions relevant to the person's new skill set.

### SFIA skills tested

#### Business situation analysis BUSA | Level 3

Investigating business situations to define recommendations for improvement action.

- Investigates straightforward business situations to identify and analyse problems and opportunities.
- Contributes to the recommendation of improvements.
- Follows agreed standards and techniques to investigate, analyse and document business situations.
- Engages with stakeholders under direction.

#### Feasibility assessment FEAS | Level 3

Defining, evaluating and describing business change options for financial, technical and business feasibility, and strategic alignment.

- Supports option identification and feasibility assessment.
- Selects and employs standard techniques to get the information required for feasibility assessment.
- Supports identification of tangible costs and benefits, and development of business cases.

#### Business modelling BSMO | Level 3

Producing abstract or distilled representations of real-world, business or gaming situations.

- Conversant with techniques covering the full range of modelling situations.
- Models current and desired scenarios as directed. Selects appropriate modelling techniques for meeting assigned objectives.
- Gains agreement from subject matter experts on models produced.
- Reviews resulting models with stakeholders and resolves identified issues.

#### Requirements definition and management REQM | Level 2

Managing requirements through the entire delivery and operational life cycle.

- Uses standard techniques to elicit, specify, and document requirements for simple subject areas with clearly-defined boundaries.
- Assists in the definition and management of requirements.
- Assists in the creation of a requirements baseline.
- Assists in investigating and applying authorised changes.