An Introduction to the
Business Analyst Role for UI Managers

Curriculum Overview

This course is designed to provide Managers and Supervisors with an overview of the role their states' UI subject matter experts (SMEs) will play as they transition into the position of UI Business Analysts (BA) for UI IT Modernization projects.

The course assists Managers and Supervisors in understanding the tasks the UI SME acting as a business analyst will perform. This includes how the business analyst contributes to improving UI business processes; developing and documenting UI requirements; learning practical approaches based on UI-specific successful practices of states and consortiums; and collaborating with development vendors in working on UI IT Modernization projects.

The course will also provide Managers and Supervisors with an expectation of how the state's UI IT Modernization project may impact themselves and others in their agency. Additionally, this course will inform Managers and Supervisors about what SMEs from their state will learn if they are attending ITSC's workshop, the *Business Analyst Boot Camp for UI Subject Matter Experts*.

Learning Outcomes

After completing the Intro to the BA Role for UI Managers, participants will be able to:

- Describe what a Business Analyst does and who would perform well as a UI BA
- Describe their agency's role in the modernization readiness process
- Explain management's role in approving changes in their agency's business processes
- Explain how a UI project's vision, goals and objectives are identified and how they apply to a modernization project
- State the UI BAs' role in eliciting and documenting requirements and identify others in their organization who will be supporting the UI BAs' efforts
- Describe the value of leveraging existing requirements, frameworks, and systems from other states and consortiums
- Define a Use Case and the advantages they can provide in documenting business requirements
- Name techniques and tools for defining project requirements, and validating project scope
- Describe requirements traceability and why it is important
- Explain the role of UI staff in working with the chosen development vendor(s) throughout the software development life cycle

Target Audience

An Introduction to the Business Analyst Role is designed for UI Managers and Supervisors whose staff (subject matter experts) will be transitioning to the role of business analyst. IT Managers and Supervisors whose staff will work with the UI BA will also benefit from attending.

Duration

ITSC instructors deliver the three-hour course remotely in an interactive web conferencing format.