

# Business Analyst â€“ Key Responsibilities

## 1. Requirements Gathering

- Collaborate with stakeholders to identify and document business requirements.
- Conduct interviews, workshops, and surveys for data collection.
- Translate business needs into clear technical specifications.

## 2. Process Analysis & Improvement

- Analyze current business processes, workflows, and systems.
- Identify opportunities for improvement and optimization.
- Develop process maps and documentation.

## 3. Solution Assessment

- Evaluate proposed solutions for alignment with business objectives.
- Participate in the design and review of system solutions.
- Support feasibility and impact analysis.

## 4. Stakeholder Management

- Act as a liaison between business units and technical teams.
- Facilitate meetings and ensure clear communication among stakeholders.
- Manage expectations and address project concerns.

## 5. Documentation & Reporting

- Create and maintain business requirements documents, user stories, and use cases.
- Prepare reports, analysis, and presentations for management.
- Document changes and ensure version control.

## 6. Testing & Quality Assurance

- Support the development of test plans and test cases.
- Coordinate and participate in user acceptance testing.
- Track defects and ensure timely resolution.