Business analyst roles and responsibilities

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Business Analyst’s Roles and Responsibilities

A business analyst is often described as a bridge of communication between the stakeholders and IT staff. They facilitate an organization by discussing the policies, structures of business, suggesting and proposing the solutions that will, in turn, help them to achieve their aim and be successful. Their role is to understand the business and its requirements also, pointing out any changes that are required, ensuring all the hopes of stakeholders are met. Additionally, one of their key responsibility is to document all the business needs, test plans, execution of these plans and supporting the team and customer development.

A business analyst plays one of the critical roles in a project as the fate of the whole project is determined by the role of an analyst and project manager (Beauchamp, 2008). An analyst is responsible for the delivery of the right project by ensuring that whether all the desired objectives are achieved or not.

# Business Analyst’s key Responsibilities

The duties or responsibilities of an analyst vary on a daily basis according to the type of organization and what services they offer. Typically, people often consider the role of an analyst as a person that just analyze the business and provide his opinion about that. But, in reality, the job of an analyst is much broader as they have to help the stakeholders by understanding the problems they are facing and formulating a plan that will solve their problems. They also help the organization to make a timely decision about where to invest their money to achieve maximum benefits in the future. It is their responsibility to understand business requirements and their connections to the possibility of change by assembling and documenting potential business requirements. Additionally, they are responsible for explaining technical terminologies to the non-technical staff and clarifying the instructions to the teams to achieve an objective. It is also a part of their duty to determine business investments, savings, and their impact in the future. Also, proposing a solution to a problem that an organization faces and then implementing it.

**Business Analyst’s Role in a Project**

A good analyst is critical in a project’s success because they can lead a project towards success and failure. The list of their roles in any project is as follows:

**Running the project’s casual side.**

The role of the project manager is to lead the team, review all the work done by the team and managing the team’s meetings. While all the informal leadership of the team including the tech team and interaction with the customer’s side team will be done by the business analyst.

**Managing the tech team.**

The tech team is directly dependent upon the business analyst. They need guidance and direction on a daily basis to proceed with the work. Business analyst has the ability to make a decision that is in the favor of the company and they can therefore directly assist the tech department in reaching their objective by keeping the project moving in case of any problem from the customer side.

**Managing the requirements.**

Although the project manager leads the overall project, it’s the responsibility of an analyst to review each and every detail of the project, attend the meetings with the customer and work in coordination with other staff and document every detail to achieve the goal.

**Making a creative decision on the project.**

The decisions made by the project manager is totally based on the decision and analysis report of a business analyst. As business analyst knows full details of the project based on the client perspective he or she can take creative decisions immediately. This will help the project run smoothly without requiring extra time.

**Keeping the customer-focused**

A business analyst works as a communication bridge between the customer and the staff. It is his key responsibility to keep the customer involved in the process as the customer’s disappearance makes it difficult to accomplish the task.

# Conclusion

A business analyst can make or break the project and plays a vital role in the success of the project. There are many companies that combine the role of an analyst and project manager which will eventually lead them towards their failure because they both have different tasks and responsibilities. Also, too much communication and leadership in a certain project are needed from a business analyst. Therefore, to reach the maximum success it is important to take help from an analyst.

# References

Beauchamp, G. (2008). *The Benefits of Business Analysis*. Retrieved July 10, 2019, from Modern Analyst: https://www.modernanalyst.com/Resources/Articles/tabid/115/articleType/ArticleView/articleId/602/What-are-the-Benefits-of-Business-Analysis.aspx