#1292 Technical BA/PM

Description

The Technical Business Analyst is primarily responsible for analyzing/defining work flow processes, requirements gathering, requirements analysis, impact assessment, and creation of Business Requirements Documents (BRDs) for system development or other internal projects. The Business Requirement documents are at a detailed level, including functional requirements, use cases, testing strategy, and functional solution design. This position collaborates with cross-functional teams, both technical and non-technical on a regular basis throughout the project delivery lifecycle. Perform in a traditional Project Management role when required. Additional responsibilities could include creation and maintenance of various types of documents, testing support, issue investigation, analysis, and resolution, process definition/improvement.

Responsibilities

Essential Functions:

• Leads the collaboration with the business units to define Work Flow Processes and define Functional Requirements

• Definition of scope for new projects, documents risk and assumptions, assists in developing the delivery approach, and assists with work estimation

• Liaison with business customers to identify and define needed system software requirements/specifications

• Responsible for the use case definition and functional systems design

• Participates in and facilitates system design workshops with the business community to solicit and document business and functional requirements (e.g. Use Case Creation)

• Researches, reviews and analyzes existing processes and develops strategies for enhancements

• Performs business process analysis and modeling

• Traditional Project Management responsibilities

• Responsible for facilitating/brokering communication between the business units and the technical team

• Communicates with development/QA teams regularly to ensure accurate understanding and interpretation of requirements

• Assists in the preparation of user training documentation and may conduct training sessions

• Coordinates and performs tests, including end-user reviews, for modified and new processes/systems

• Provides post implementation support including problem triage, analysis, and resolution

• Manage business requirements documents throughout all project phases

• Assist project delivery lead in the creation and maintenance of project related documents (project status sheets, project plans, timelines, etc.)

• Perform analysis and impact assessment for new initiatives

• Perform "ad hoc" technical writing assignments and systems/process documentation as required

• Involvement in Tool/Software/Vendor selection

• Excellent business acumen with the ability to see the "big picture"

Hiring organization
Talent Advantage Group

Date posted
02/24/2021

Qualifications

Experience:

• 5+ years of experience in information technology as a business/systems analyst or technical project manager

• Experience with business and technical requirements analysis, business process modeling/mapping, methodology development and data modeling (requirements management with Use Cases desired)

• Strong general understanding of Information Technology solutions (RDBMS, Software Design/Development, Database Administration/Data Structures, "Off the Shelf" products, Web, Cloud, Analytics Etc.

• Proven experience in requirements/needs analysis and ability to interpret those requirements as they pertain to existing company systems/processes is required

• Knowledge of systems/software development required

Skills:

• Strong facilitation skills with strong ability to attain "buy-in" from everyone in the organization

• High proficiency with MS Office (Word, PowerPoint, Excel, Visio, Project, Publisher)

• Exceptional communication skills (verbal and written)

• Extreme attention to detail and documentation of processes, systems, project plans, issue resolution, risks etc.

• Advanced skills in technical writing and capability in authoring clear and concise process-orientated technical documentation

• Excellent interpersonal skills including the ability to work with both internal and external customers and all levels of the organization

• Strong organizational skills with the ability to handle multiple projects and timelines with minimal supervision required

• Excellent problem solving and conflict management skills including the ability to minimize conflict and find mutually acceptable resolutions required

• Experience working with Relational Database Management Systems (RDBMS) and Data Structures

• Knowledge of Agile methodology