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## Technical BA/PM

### Description

#### #1292 Position Summary:

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

### Hiring organization

Talent Advantage Group

### Employment Type

Full-time

### Job Location

Metro Detroit

### Date posted

11/30/2020

documentation as required

- Involvement in Tool/Software/Vendor selection
- Excellent business acumen with the ability to see the “big picture”

## **Qualifications**

### **Job Requirements:**

### **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