Business Analysis Proficiency Assessment

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| Name | Date |
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Proficiency in Framework Tasks

Rate your proficiency in each of the framework tasks below using this five point scale. Calculate an average for each section and an overall average.

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| --- | --- |
| Proficiency Ranking | Description |
| 1 | Have never performed this task |
| 2 | Awareness of activity, but have never used it on a real project |
| 3 | Inconsistent use of activity |
| 4 | Consistently perform this activity successfully |
| 5 | Can teach others |

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| Framework Task (IIBA BABOK v3) | Proficiency Ranking |
| **BA Planning and Monitoring** |
| Plan business analysis approach |  |
| Plan stakeholder engagement |  |
| Plan business analysis governance |  |
| Plan business analysis information management |  |
| Identify business analysis performance improvements |  |
| **Average for BA Planning and Monitoring** |  |
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| **Elicitation and Collaboration** |
| Prepare for elicitation |  |
| Conduct elicitation |  |
| Confirm elicitation results |  |
| Communicate business analysis information |  |
| Manage stakeholder collaboration |  |
| **Average for Elicitation and Collaboration** |  |

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| Framework Task (IIBA BABOK v3) | Proficiency Ranking |
| **Requirements Life Cycle Management** |
| Trace requirements |  |
| Maintain requirements |  |
| Prioritize requirements |  |
| Assess requirements changes |  |
| Approve requirements |  |
| **Average for Requirements Life Cycle Management** |  |
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| **Strategy Analysis** |
| Analyze current state |  |
| Define future state |  |
| Assess risks |  |
| Define change strategy |  |
| **Average for Strategy Analysis** |  |
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| **Requirements Analysis and Design Definition** |
| Specify and model requirements |  |
| Verify requirements |  |
| Validate requirements |  |
| Define requirements architecture |  |
| Define design options |  |
| Analyze potential value and recommend solutions |  |
| **Average for Requirements Analysis and Design Definition** |  |
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| **Solution Evaluation** |
| Measure solution performance |  |
| Analyze performance measures |  |
| Assess solution limitations |  |
| Assess enterprise limitations |  |
| Recommend actions to increase solution value |  |
| **Average for Solution Evaluation** |  |
| **Overall Average for Framework Tasks** |  |

Proficiency in Underlying Competencies

Rate your proficiency in each of the underlying competencies below using this five point scale, then calculate an overall average.

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| Proficiency Ranking | Description |
| 1 | Not proficient |
| 2 | Somewhat proficient |
| 3 | Very proficient |

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| Underlying Competencies (IIBA BABOK v3) | Proficiency Ranking |
| Analytical thinking and problem solving |  |
| Behavioral characteristics |  |
| Business knowledge |  |
| Communication skills |  |
| Interaction skills |  |
| Tools and Technology |  |
| **Average for Underlying Competencies** |  |

Proficiency in Business Analysis Techniques

Rate your proficiency in each of the business analysis techniques below using this five point scale, then calculate an overall average.

|  |  |
| --- | --- |
| Proficiency Ranking | Description |
| 1 | No experience – not aware of what this technique is used for |
| 2 | Awareness of technique, but have never used it on a real project |
| 3 | Have used but require assistance/review to complete successfully |
| 4 | Can perform this technique successfully |
| 5 | Can teach others |

| Business Analysis Technique | Proficiency Ranking |
| --- | --- |
| Acceptance and evaluation criteria |  |
| Backlog management |  |
| Balanced scorecard |  |
| Benchmarking and market analysis |  |
| Brainstorming |  |
| Business capability analysis |  |
| Business cases |  |
| Business model canvas |  |
| Business rules analysis |  |
| Collaborative games |  |
| Concept modelling |  |
| Data dictionary |  |
| Data flow diagrams |  |
| Data mining |  |
| Data modeling |  |
| Decision analysis |  |
| Decision modeling |  |
| Document analysis |  |
| Estimation |  |
| Financial analysis |  |
| Focus groups |  |
| Functional decomposition |  |
| Glossary |  |
| Interface analysis |  |
| Interviews |  |
| Item tracking |  |
| Lessons learned |  |
| Metrics and Key Performance Indicators (KPIs) |  |
| Mind mapping |  |
| Non-functional requirements analysis |  |
| Observation |  |
| Organizational modelling |  |
| Prioritization |  |
| Process analysis |  |
| Process modeling |  |
| Prototyping |  |
| Risk analysis and management |  |
| Roles and permissions matrix |  |
| Root cause analysis |  |
| Scope modeling |  |
| Sequence diagrams |  |
| Stakeholder list, map, or personas |  |
| State modelling |  |
| Survey or questionnaire |  |
| SWOT analysis |  |
| Use cases and scenarios |  |
| User stories |  |
| Vendor assessment |  |
| Workshops |  |
| **Average for Business Analysis Techniques** |  |