Estimating Analysis Time Template

Need help planning and tracking your business analysis work? Use this template to create work a breakdown structure or to-do list for the business capabilities or user stories that you need to analyze and communicate. Track the tasks involved in each item, the stakeholders involved and their responsibilities, the estimated time needed and any dependencies. You can even track the actual time so that you learn and get better each time you plan!

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| --- | --- |
| Project Name |  |
| Business Analyst |  |
| Date |  |

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| --- | --- | --- | --- | --- |
| Task | Estimated Hours | Stakeholders Involved/RACI | Dependencies | Actual Hours |
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