WELCOME TO THE BUSINESS ANALYST FORUM ON 20 KEY TOPICS!

Hello everyone,

I've created this forum to share and discuss **20 important topics every Business Analyst should know**. Each topic includes a short and clear explanation to help learners, job seekers, and professionals strengthen their BA knowledge. Whether you're just starting out or looking to refresh core concepts, this space is for you.

Feel free to explore the topics, ask questions, share your experiences, or add insights. Let's collaborate and grow as a community of smart, curious, and career-focused Business Analysts.

Let's begin the discussion!

shailesh mishra

1. Requirement Gathering

A core BA activity involving interviews, workshops, and surveys.
Ensures all business needs are collected from stakeholders.
Forms the foundation for all future project activities.

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2. Business Process Modeling

Visual representation of business workflows using diagrams.
Helps identify inefficiencies and areas for improvement.
Commonly done using BPMN, flowcharts, or swimlane diagrams.

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3. SWOT Analysis

Analyzes Strengths, Weaknesses, Opportunities, and Threats.
Helps in strategic planning and decision-making.
Often used during the initial phase of business analysis.

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4. Use Case & Use Case Diagrams

Describes how users interact with a system.
Use case diagrams are drawn using UML to visualize this.
Useful for both functional understanding and stakeholder communication.

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5. Stakeholder Analysis

Identifies key stakeholders, their influence, and expectations.
Helps manage stakeholder engagement effectively.
Critical for requirement validation and project success.

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6. BRD (Business Requirement Document)

A document that outlines high-level business needs.
Serves as a contract between business and technical teams.
Must be clear, concise, and approved by stakeholders.

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7. SRS (Software Requirement Specification)

A detailed description of software system requirements.
Covers both functional and non-functional requirements.
Guides development and testing teams throughout the lifecycle.

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8. Gap Analysis

Compares current state with desired future state.
Identifies gaps and provides solutions to bridge them.
Used to recommend changes or improvements.

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9. UML Diagrams

Unified Modeling Language helps visualize system design.
Includes class diagrams, sequence diagrams, activity diagrams, etc.
Used in both analysis and design phases.

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10. Agile Methodology

An iterative approach to software development.
BA acts as a bridge between stakeholders and development teams.
Emphasizes collaboration, flexibility, and customer feedback.

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11. Scrum Framework

A popular Agile framework with sprints and defined roles.
BAs often take part as Product Owners or Scrum Team members.
Backlog grooming and sprint planning are key tasks.

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12. JIRA & Confluence Tools

Tools for managing Agile projects and documentation.
JIRA is used for issue tracking and task management.
Confluence helps create and share project documentation.

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13. Wireframing & Prototyping

Creates visual mockups of applications/screens.
Tools like Balsamiq, Figma, and Axure are commonly used.
Helps validate requirements and gather user feedback early.

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14. Data Analysis & Visualization

Involves analyzing business data for decision-making.
BA should know tools like Excel, Power BI, or Tableau.
Data storytelling helps influence stakeholders.

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15. Change Management

Manages how changes are introduced and implemented.
BAs help assess the impact of change and communicate it effectively.
Essential for minimizing resistance and ensuring smooth adoption.

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16. KPIs & Metrics

Key Performance Indicators help measure success.
BA defines, tracks, and analyzes these metrics.
Aligns business goals with project outcomes.

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17. RACI Matrix

Defines roles and responsibilities in a project.
RACI = Responsible, Accountable, Consulted, Informed.
Promotes clarity and accountability among team members.

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18. Risk Management

Identifies potential project risks and mitigation strategies.
BA supports risk documentation and communication.
A proactive approach saves time and cost.

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19. Feasibility Study

Evaluates project practicality, cost, and impact.
Covers technical, operational, and financial feasibility.
Helps in go/no-go project decisions.

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20. Workshops & Elicitation Techniques

Workshops gather requirements in a group setting.
Other techniques include interviews, observations, and questionnaires.
BA selects methods based on project and stakeholder needs.