

**Think about
Project proposal with
presentation and questioning
Level 4 ST0117 Business Analyst V1.1**



On the day of this assessment you will carry out:



Typically, a 15-minute presentation and a 30-minute questioning session (45 minutes total)



Remote or face-to-face



In a suitable assessment environment, free from distractions or influence under exam conditions



With an end-point assessor



Key point

You will have already submitted your 5,000 word project report and any presentation materials by the end of week 6 of your EPA.



Do

- ☐ Review the criteria associated with the project and presentation - this can be found in the EPA Kit and in the table at the end of this document
- ☐ Review relevant legislation, regulations, codes of conduct and your organisation's policies and procedures
- ☐ Ensure a quiet room is available and that there are no interruptions
- ☐ Be prepared to answer at least 10 questions and any follow-up questions that your assessor may ask



Don't

- ☐ Forget to bring your ID
- ☐ Forget to plan



Next steps

- Results can take up to 7 working days to be confirmed.
- Your manager/training provider will inform you of the results.



Resits

- If you do not achieve a pass result on the project proposal with presentation with questioning, you can resit the assessment



Use the table below to plan and prepare for the project proposal with presentation and questioning.

(P) indicates pass criteria

(D) indicates distinction criteria

Assessment criteria	Key points to remember
BA fundamentals	
(P) Explain the definition of Business Analysis and the activities that constitute it including the role of the Business Analyst and its relationship with other roles on a business change initiative (K1, K3)	
(P) Explain and evaluate the value of Business Analysis in enabling business improvements and delivering IT system changes (K2)	

<p>(P) Explain business change and system development life-cycle methodologies, and evaluates the impact of organisational culture and context (K4)</p>	
<p>(P) Explain importance of the ability to communicate in multiple ways and to multiple stakeholders or stakeholder groups (K6)</p>	
<p>(P) Explain the purpose and value of quality assurance techniques (K7)</p>	
<p>(P) Identify relevant legislation and industry standards, and describe their impact on business improvement and IT solutions within the organisation (K26)</p>	

<p>(P) Describe the selection and application of business analysis approaches to scope, plan and perform Business Analysis (S1)</p>	
<p>(P) Communicate effectively in a variety of situations with a range of stakeholders to deliver the specified business analysis outcomes (S2)</p>	
<p>(P) Identify and demonstrate methods of communication and engagement with stakeholders based on an evaluation of the needs of audience (S30)</p>	
<p>(P) Demonstrate the application of creative thinking when problem solving by exploring ideas, possibilities and connections between different aspects and contributing to the generation of possible solutions (B2)</p>	

<p>(P) Demonstrate working both alone and collaboratively to carry out business analysis activities (B3)</p>	
<p>(P) Demonstrate use of own initiative and take responsibility appropriate to the role of a Business Analyst (B4)</p>	
<p>(P) Demonstrate a thorough and organisation approach. Plan, schedule and monitor own work competently within deadlines and according to relevant legislation, standards, procedures and business priorities (B5)</p>	
<p>(P) Describe working with a range of technical and non-technical stakeholders and adapting the approach successfully to meet their diverse needs (B10)</p>	

<p>(P) Tailor manner of presentation of information to be appropriate to the audience, taking account of the potential barriers to understanding (B11)</p>	
<p>(D) Justify the role of the business analyst and compares the BA with other roles within a business change initiative (K3)</p>	
<p>(D) Demonstrate effective engagement utilising different communication styles aligned with stakeholder preferences and needs (K6)</p>	
<p>(D) Evaluate the advantages and disadvantages of a range of communication approaches, and justify and analyse the choice of methods of communication and engagement with stakeholders (S2, S30)</p>	

(D) Demonstrate the scope and appropriateness of approach, take responsibility and work independently and collaboratively with a range of internal and external people (customers, suppliers or partners) (B3)	
(D) Demonstrate an ability to extend or enhance their approach to work and the quality of outcomes (B4)	
(D) Drive solutions, has a strong goal focus and appropriate level of urgency. Show management skills in defining problems and identifying solutions (B5)	
Investigation techniques	
(P) Apply and justify appropriate selection and application of techniques to identify problems and opportunities within a business situation (S5)	

(P) Apply and justify approach to presenting proposed actions to stakeholders in order to gain agreement for further analysis activity (S6)

(P) Apply business analysis techniques to analyse and document options and recommendations for change (S7)

Stakeholder analysis and management

(P) Explain the relevance and importance of the principles of engaging internal and external stakeholders (K22)

(P) Explain and apply techniques to support the identification and analysis of internal and external stakeholders (K23)

(P) Identify and apply business analysis techniques to research and identify stakeholders (S26)

(P) Analyse and document stakeholders' areas of interest and influence and devise appropriate strategies for interactions with stakeholders (S27)

(D) Evaluate the advantages and disadvantages of a range of stakeholder identification and analysis techniques, and explain the situations appropriate for their selection and application (K23)

Business impact assessment

(P) Explain the purpose and relevance of business change impact assessment (K24)

(P) Support the development of cost/benefit analysis for proposed business changes (S28)

(P) Evaluate and document the key impacts of change on people, process, organisation, technology and information (S29)