

Highfield Level 4 ST0117 Business Analyst

Mock Assessment Materials

Project proposal with presentation and questioning

| BA fundamentals | | | |
|-----------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|--------------|
| Ref | Assessment Criteria (Pass) | Achieved | Not achieved |
| BF1 | Explains 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) | | |
| BF2 | Explains and evaluates the value of Business Analysis in enabling business improvements and delivering IT system changes (K2) | | |
| BF3 | Explains business change and system development life-cycle methodologies, and evaluates the impact of organisational culture and context (K4) | | |
| BF4 | Explains importance of the ability to communicate in multiple ways and to multiple stakeholders or stakeholder groups (K6) | | |
| BF5 | Explains the purpose and value of quality assurance techniques (K7) | | |
| BF6 | Identifies relevant legislation and industry standards, and describes their impact on business improvement and IT solutions within the organisation (K26) | | |
| BF7 | Describes the selection and application of business analysis approaches to scope, plan and perform Business Analysis (S1) | | |
| BF8 | Communicates effectively in a variety of situations with a range of stakeholders to deliver the specified business analysis outcomes (S2) | | |
| BF9 | Identifies and demonstrates methods of communication and engagement with stakeholders based on an evaluation of the needs of audience (S30) | | |
| BF10 | Demonstrates 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) | | |

| | | | |
|------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|---------------------|
| BF11 | Demonstrates working both alone and collaboratively to carry out business analysis activities (B3) | | |
| BF12 | Demonstrates use of own initiative and takes responsibility appropriate to the role of a Business Analyst (B4) | | |
| BF13 | Demonstrates a thorough and organisation approach. Plans, schedules and monitors own work competently within deadlines and according to relevant legislation, standards, procedures and business priorities (B5) | | |
| BF14 | Describes working with a range of technical and non-technical stakeholders and adapting the approach successfully to meet their diverse needs (B10) | | |
| BF15 | Tailors manner of presentation of information to be appropriate to the audience, taking account of the potential barriers to understanding (B11) | | |
| Ref | Assessment Criteria (Distinction) | Achieved | Not achieved |
| BF16 | <i>Justifies the role of the business analyst and compares the BA with other roles within a business change initiative (K3)</i> | | |
| BF17 | <i>Demonstrates effective engagement utilising different communication styles aligned with stakeholder preferences and needs (K6)</i> | | |
| BF18 | <i>Evaluates the advantages and disadvantages of a range of communication approaches, and justifies and analyses the choice of methods of communication and engagement with stakeholders (S2, S30)</i> | | |
| BF19 | <i>Demonstrates the scope and appropriateness of approach, takes responsibility and works independently and collaboratively with a range of internal and external people (customers, suppliers or partners) (B3)</i> | | |
| BF20 | <i>Demonstrates an ability to extend or enhance their approach to work and the quality of outcomes (B4)</i> | | |
| BF21 | <i>Drives solutions, has a strong goal focus and appropriate level of urgency. Shows management skills in defining problems and identifying solutions (B5)</i> | | |

| Investigation techniques | | | |
|---------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|---------------------|
| Ref | Assessment Criteria (Pass) | Achieved | Not achieved |
| IT1 | Applies and justifies appropriate selection and application of techniques to identify problems and opportunities within a business situation (S5) | | |

| | | | |
|-----|---------------------------------------------------------------------------------------------------------------------------------------------|--|--|
| IT2 | Applies and justifies approach to presenting proposed actions to stakeholders in order to gain agreement for further analysis activity (S6) | | |
| IT3 | Applies business analysis techniques to analyse and document options and recommendations for change (S7) | | |

Stakeholder analysis and management

| Ref | Assessment Criteria (Pass) | Achieved | Not achieved |
|-----|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|--------------|
| SA1 | Explains the relevance and importance of the principles of engaging internal and external stakeholders (K22) | | |
| SA2 | Explains and applies techniques to support the identification and analysis of internal and external stakeholders (K23) | | |
| SA3 | Identifies and applies business analysis techniques to research and identify stakeholders (S26) | | |
| SA4 | Analyses and documents stakeholders' areas of interest and influence and devises appropriate strategies for interactions with stakeholders (S27) | | |
| Ref | Assessment Criteria (Distinction) | Achieved | Not achieved |
| SA5 | <i>Evaluates the advantages and disadvantages of a range of stakeholder identification and analysis techniques, and explains the situations appropriate for their selection and application (K23)</i> | | |

Business impact assessment

| Ref | Assessment Criteria (Pass) | Achieved | Not achieved |
|-----|----------------------------------------------------------------------------------------------------------------------|----------|--------------|
| BI1 | Explains the purpose and relevance of business change impact assessment (K24) | | |
| BI2 | Supports the development of cost/benefit analysis for proposed business changes (S28) | | |
| BI3 | Evaluates and documents the key impacts of change on people, process, organisation, technology and information (S29) | | |