

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)		