



Agile Business Analysts

Business Analysis Success Checklist

A practical guide to help organisations deliver successful projects, reduce risk, improve stakeholder engagement, and maximise business value.

FREE DOWNLOAD

Why Business Analysis Matters

Many projects fail due to unclear requirements, poor stakeholder engagement, scope creep, and inadequate testing. Effective Business Analysis provides a structured approach to understanding business needs and ensuring solutions deliver measurable value.

1. Discovery & Strategy

- 1 Define business objectives and success criteria
- 2 Identify stakeholders and sponsors
- 3 Document current-state processes
- 4 Assess risks, assumptions and constraints
- 5 Align project outcomes with business strategy

2. Requirements Gathering

- 1 Conduct workshops and interviews
- 2 Document business requirements
- 3 Define functional and non-functional requirements
- 4 Validate requirements with stakeholders
- 5 Prioritise requirements

3. Stakeholder Engagement

- 1 Identify stakeholder groups
- 2 Create communication plans
- 3 Manage expectations
- 4 Capture feedback and decisions
- 5 Monitor stakeholder satisfaction

4. Solution Design & Validation

- 1 Review solution options
- 2 Validate business rules
- 3 Confirm process impacts
- 4 Review reporting requirements
- 5 Validate benefits and outcomes

5. Testing & UAT

- 1 Prepare test scenarios
- 2 Define acceptance criteria
- 3 Coordinate UAT activities

- 4 Track defects and resolutions
- 5 Obtain business sign-off

6. Benefits Realisation

- 1 Measure business outcomes
- 2 Review KPIs and success metrics
- 3 Capture lessons learned
- 4 Develop continuous improvement actions
- 5 Monitor benefits realisation

How Agile Business Analysts Can Help

- 1 Business Analysis & Requirements Management
- 2 AI Strategy and AI Readiness Assessments
- 3 Business Architecture
- 4 Process Improvement & Process Mapping
- 5 ERP & Digital Transformation
- 6 Project Delivery Support
- 7 Stakeholder Engagement & Workshops
- 8 Testing, UAT and Change Readiness

Book a Free 30-Minute Consultation

Whether you are planning a new project, implementing AI solutions, improving business processes, or preparing for digital transformation, our team can help.

Contact Us

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