



Example of Lead Business Analyst Job Description

Powered by www.VelvetJobs.com

Our company is looking for a lead business analyst. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

Responsibilities for lead business analyst

- Elicit and document business requirements and user stories risks and priorities to establish a clear understanding of the stakeholders' environment in support of solution development
- Create business case and cost benefit analysis as a component of product charter and business requirements documentation
- Identify opportunities to mitigate risk, reduce costs and approve operational efficiencies, and increase customer satisfaction and revenue/growth and incorporate into business requirements
- Ensure the traceability of business requirements are met through functional and technical design documents
- Consult with business to analyze the root cause of their issues and articulate their business based on needs, gaps, impact across all areas and proposals to close gaps
- Work in partnership with business and IT partners to define strategies for solutions, determine requirements, and co-develop functional designs
- Drive and lead the requirements process throughout the software development life cycle (SDLC) which includes authoring documents, ensuring completion of review, approval, and signoff of documents, assisting throughout the Solution Design, Development, QA ,UAT, and defect resolution process, and handoff to Production
- Develop and employ industry standard best practice business analysis processes, tools, and templates
- The Lead Analyst position is responsible for working with the client and the prime contractor to clarify the scope of the deliverables

and providing feedback and edits

Qualifications for lead business analyst

- Under minimal supervision, the analyst should be able to provide detail analysis of business needs and generate requirement documents on an agreed upon timeline to support release cycle
- Identify system inputs and outputs for current and future state processes
- Service offerings differ by card type, with the phone channel predominantly servicing premium Card Members
- This position is responsible for managing staff planning functions in support of CEN to ensure Service level & abandon rate goals are met with adequate staffing levels
- Build and maintain relationships with leadership teams of all GPRO clients
- Build and maintain strong relationships with all levels of AESC-I management