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# Example of Business Project Analyst Job Description

Our company is growing rapidly and is searching for experienced candidates for the position of business project analyst. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for business project analyst

* Executes project management methodology, tools, and techniques
* Ensures integrity of original business case is maintained and communicates / confirms that adjustments are understood by all key stakeholders
* Accountable for completing projects within committed time and budget
* Identify, design and implement solutions
* Analyze and interpret business requirements into clear and concise methodology/functional documents that may include data modelling, dataflow diagramming, and workflow analysis
* Works with business users to identify issues and manage expectations
* Manages issues and follows appropriate escalation procedures to ensure management awareness of problems that are severe in nature or exceeding documented targets
* Ensures project participants maintain focus, motivation and execution
* Manages internal project resources and external vendors
* Delivers projects according to agreed specifications and deadlines

## Qualifications for business project analyst

* Ensure timely notification and escalation of possible issues/problems, options and provide recommendations for prompt resolution
* Strong knowledge of PeopleSoft capabilities from both the technical / systems and business application perspectives
* Some familiarity with organizational hierarchies, and core HR applications is helpful
* Able to work independently but effectively in a team environment
* Excellent verbal and written communication skills combined with ability to listen effectively
* Must have a minimum of 6 years’ experience as a business analyst in mature Information Technology organizations