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# Example of Business Project Analyst Job Description

Our innovative and growing company is searching for experienced candidates for the position of business project analyst. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for business project analyst

* Participate in a key role with Project/Program Managers and Resource Analysts to provide budget planning recommendations to meet strategic budget milestones
* Provide specialized reporting in the form of financial information and project status used by senior management in the form of regular updates and institutional portfolio budget/cost tracking reports, charts and graphs
* Review project charters and deferred maintenance with Project Managers to to ensure accuracy and provide recommendations
* Research and gather information (e.g., budget, duration, scope, justification, deferred maintenance, and energy savings) using specialized knowledge to be used in complex reporting documentation, audits, and presentations to Division, Department, and Directorate senior management
* Independently address areas of concern with appropriate follow up to Project Manager or Division Leader
* Accredited four (4) year degree or global equivalent in applicable field of study and no prior years of work-related experience or a combination of education and directly related experience equal to four (4) years if non-degreed

## Qualifications for business project analyst

* Basic to intermediate programming knowledge
* Experience in most facets of project lifecycle
* Demonstrated competency to identify and clarify issues and risks related to business rule deployment or up/down stream impacts, escalating when necessary
* The role reports into the Business Lead BA
* This is a “Business BA” role that will require engagement with relevant business stakeholders for the initiatives in the approved scope for the project, and then work closely with the delivery team relevant Technology partners, to ensure timeliness and quality of the delivery
* The role is hence expected to have excellent Business Analysis abilities, the ability to own small to medium initiatives