**APPLICATION FOR THE ADVANCED INTERNATIONAL DIPLOMA IN BUSINESS ANALYSIS**

This form should be completed by anyone wishing to apply for the BCS Advanced International Diploma in Business Analysis.

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| **Candidate ID** |   |

Candidates should provide a summary of their work experience in the table below. Candidates are required to have a minimum of five years of business analysis experience.

**1. Work experience - summary**

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| --- | --- | --- |
| **Dates** | **Role/employer** | **Summary of duties** |
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**2. Business analysis experience - detail**

Candidates are required to describe their business analysis experience in line with the Business Analysis Service Framework. Each of the sections below relate to one or two services within this framework. Satisfactory business analysis experience must be achieved in a minimum of three sections. The information provided should include the following aspects:

* Years of experience conducting business analysis work.
* Nature of the business analysis work undertaken by the candidate.
* Specific identification of approaches and techniques used.

\*Note: please ensure that the information provided addresses the guidance points for each section, relates to your personal business analysis experience and is described clearly and succinctly. Each experience section should not exceed 600 words.

## Situation investigation and problem analysis: taking a holistic view of situations; analysing root causes

Assessors will look for evidence that the candidate has conducted the following:

1. Investigated at least one situation where business improvement is required using relevant discovery techniques (such as interviewing, workshops, observation or focus groups).
2. Taken a holistic view of the situation by considering the people, process, organisation, information and technology aspects.
3. Used relevant visualisation or recording techniques (such as rich pictures, fishbone diagrams or business process models) to identify the root causes of problems/areas for improvement within the situation.
4. Consider different stakeholder views and desired outcomes. Developed conceptual models for a business situation using at least one relevant technique (such as business activity models, value chain diagrams or value stream diagrams).
5. Analysed the gap between the current and desired business models to identify potential improvements to one or more of the process, people, organisation, information or technology aspects.

**Situation investigation and problem analysis**

## Feasibility assessment and business case development: option identification; technical, business and financial feasibility assessment; cost/benefit analysis

Assessors will look for evidence that the candidate has supported or conducted the following:

1. Identified options to address problems or provide improvements for a business situation.
2. Provided information to support a feasibility assessment of options from the technical, business and financial perspectives.
3. Evaluated the risks and impacts of options within a business case.
4. Produced the investment appraisal for business case options.
5. Developed a business case.

**Feasibility assessment and business case development**

## Business process improvement: ‘as is business process modelling’; business process analysis; ‘to be’ business process modelling; task analysis

Assessors will look for evidence that the candidate has conducted the following:

1. Developed models of ‘as is’ business processes.
2. Analysed ‘as is’ business processes in order to identify areas for improvement.
3. Developed possible revised business processes and discussed with stakeholders to agree where improvements will be made.
4. Developed models of ‘to be’ business processes and supported their implementation.

**Business process improvement**

## Requirements definition: requirements elicitation, analysis, management, documentation, validation

Assessors will look for evidence that the candidate has conducted the following:

1. Elicited requirements for a change project using a range of techniques (such as interviews, workshops, scenarios, prototyping, shadowing, protocol analysis, surveys, focus groups).
2. Analysed requirements to organise them in either a business requirements document or product backlog.
3. Prioritised requirements using a recognised prioritisation technique such as MoSCoW, Kano or a ranking technique such as Weighted Shortest Job First.
4. Reviewed requirements to ensure they meet ‘definition of ready’ criteria or comply with recognised quality criteria such as testability, traceability, clarity of description, relevance to scope and adherence with standards.
5. Collaborated with stakeholders to review, realise and manage requirements as necessary.
6. Modelled requirements using relevant techniques (such as use cases, user stories, activity diagrams, class diagrams or state machine diagrams).

**Requirements definition**

## Business acceptance testing/business change deployment: acceptance test definition; test case definition; business readiness assessment; transition requirements definition; business change adoption

Assessors will look for evidence that the candidate has supported or conducted the following:

1. Defined acceptance tests for a business solution.
2. Collaborated with stakeholders to support business acceptance of a business solution.
3. Assessed business readiness.
4. Supported transition planning.
5. Supported the adoption of IT and business changes, including delivering training as required.
6. Supported benefits review and realisation.

**Business acceptance testing/business change deployment**

# 3. People skills

Candidates should describe their experience in one of the people skills areas: Stakeholder Engagement or Team Leadership.

## Stakeholder Engagement

Candidates are required to provide examples that illustrate their experience of engaging with stakeholders in a range of situations. For example, facilitating workshops, interviewing, negotiations or resolving requirements’ conflicts.

Specific areas to be demonstrated are:

* Identifying and analysing stakeholders; this should include assessing levels of influence and priority, profiling stakeholders and analysing perspectives.
* Engaging with stakeholders; this should include building rapport with key stakeholders, developing the stakeholder communication plan, managing expectations and resolving conflicts.
* Managing stakeholders; this should include challenging views, selling ideas and achieving buy-in.

**Stakeholder Engagement experience**

## Team Leadership

Candidates are required to provide examples of team leadership work with less senior colleagues. For example, coaching and mentoring staff, applying leadership styles, influencing colleagues.

Specific areas to be demonstrated are:

* Defining clear learning objectives for individuals in line with organisational goals.
* Applying a mentoring or coaching approach to support junior colleagues.
* Applying techniques and frameworks when leading a team.
* Use of standard approaches to encourage, monitor and measure performance.

**Team Leadership experience**

# 4. Contribution to Developing and Promoting the Business Analysis Profession

Candidates are required to provide evidence of contribution to the development of the business analysis profession and engagement with the wider BA community. This may be in relation to work within the employing organisation or with external organisations.

Examples of possible contributions are as follows:

* Working with professional bodies in a formal capacity (for example, committee member, examiner, reviewer).
* Written contributions on business analysis topics – articles, papers, blogs, book chapters
* Verbal contributions – delivery of presentations or training sessions to colleagues or industry peers
* Engagement contributions – attending forums, seminars or conferences mentoring less senior business analysts

**Contribution to BA profession/community**

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| **5. How your data is used by BCS** |
| BCS will store your basic personal information, such as your name and email address, in order to process your application and communicate with you about your registration. This may include contact from the BCS assessor (during the application process), welcome communications, information about accessing and getting the most from your registration, and information about your renewal and revalidation.BCS will always keep your information safely and never pass it to a third party without your permission. Full details of the BCS data protection and privacy policies are available online at [bcs.org/privacy](https://www.bcs.org/category/5655).**Marketing preferences**BCS is involved in a wide range of activities in the BCS Group, driven by our royal charter and our purpose to make IT good for society. If you would like to know more about these, please log in to [MyBCS](https://mybcs.bcs.org/) and tell us your marketing preferences. |

**Candidate Declaration**

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| --- | --- | --- | --- |
|  (Tick to confirm) | I confirm that, to the best of my knowledge, the information provided in this application is accurate and that I am authorised to disclose it. I accept that I may be contacted to discuss this application and the details provided about my certifications, work experience and engagement with the BA community. | Date |  |

## Note: a minimum of one supporter is required for each application.

**Supporter/s Declaration**

Supporter One

|  |  |  |  |
| --- | --- | --- | --- |
|  (Tick to confirm) | I hereby certify that, to the best of my/our knowledge the information given in this application is complete and correct. | Date |  |
| Signature |  |
| Name |  |
| Email address |  |
| Organisation |  |

Supporter Two

|  |  |  |  |
| --- | --- | --- | --- |
|  (Tick to confirm) | I hereby certify that, to the best of my/our knowledge the information given in this application is complete and correct. | Date |  |
| Signature |  |
| Name |  |
| Email address |  |
| Organisation |  |