Position: Business Analyst
Job Code: BA01

Job Description:
The Business Analyst is accountable for the product roadmap and a quality delivery of product releases as per the roadmap/ customer needs/ market directions.

Responsibilities
Functional

- Interact with Clients and the Product Owner/Sponsor to understand the requirements/ expectations from the product/services.
- Create and manage the product backlog.
- Elaborate requirements with help of process flows and examples.
- Participate in end-to-end solutioning.
- Help in ensuring traceability from product backlog item till a product release.
- Prepare/review Functional requirements: UML modelling using diagramming tools like MS Visio.
- Elaborate requirements keeping with user-first approach.
- Bring optimizations and recommendations to enhance usability of the software product.
- Oversee Quality Assurance (the manual and automated testing of the software).
- Do market research and provide inputs to senior management in achieving process improvements to achieve market alignment, cost effectiveness and time saving.

Managerial

- Follow Agile methodology to plan and track efficiently to deliver.
- Perform optimal resource allocations and workload assignments.
- Ensure that yourself and team maintain high level of competence and operational excellence.
- Evaluate the performance of team members, determine training needs and implement skill-gap closure plan.
- Track and report work progress and status for self and team, to the customer/s and senior management.
- Other duties as maybe required by the software and technology solution development and delivery business.

Individual Performance Parameters and the Roadmap

- Immediate KRAs:

  Product backlog is up-to-date and end-to-end traceability is ensured.
  The number of changes after the production release is minimal (proper requirements elaboration minimizes re-work).
  Quality Metrics on Product releases and product solution implementations / rollout post.
  Client escalations to be none/minimal.