Business Analysis Skill Set Check List

Business analysts have a wide range of skills and abilities that make them successful across

domains and industries. Look at the following and see if these describe you.

Skills	Always	Sometimes	Rarely
I am flexible, naturally curious, and enjoy learning new business domains			
I am outstanding communicator and enjoy working *with* people			
I understand general business concepts and can advocate for the business			
I have an understanding of technology and specific technical functions			
I enjoy very detailed research, recording, and analyzing			
I am skilled at organizing and managing large amounts of information in various formats			
I understand project management, software development, product development, and organizational change processes and methodologies			
I can see the bigger picture			
I look to connect pieces of work to understand how systems function			
I am able to work through complex business problems and determine the root cause of a problem			
I come prepared with a tool kit of techniques to elicit, analyze, and present excellent requirements			

The above skills are important to possess as a business analyst and should be coveted when you

look to hire one. For any competency that you feel is lacking, think of ways or opportunities to

improve your abilities.