Business Analysis, Part 3

This month we will conclude our look at the six knowledge areas of Business Analysis. We've already walked through the tasks of *Business Analysis Planning and Monitoring*, *Elicitation*, *Requirements Management & Communication*, and *Enterprise Analysis*. We will finish this series by examining the tasks of *Requirements Analysis* and *Solution Assessment & Validation.*

Requirements Analysis
Requirements Analysis deals with the techniques a business analyst will use to examine the given requirements to find the capabilities a solution will need to fulfill a stakeholder need.

Requirements Analysis Tasks:
1. **Prioritize requirements** - This task ensures that analysis and implementation efforts focus on the most critical requirements.
2. **Organize requirements** - After you've prioritized the requirements, you can begin to organize them by creating a set of views of the requirements for the new business solution that are comprehensive, complete, consistent, and understood from all stakeholder perspectives.
3. **Specify and model requirements** - Create specifications and models to analyze the functioning of an organization and provide insight into opportunities for improvement.
4. **Define assumptions and constraints** - During this task, you will identify factors, other than requirements, that may affect which solutions are viable.

5. **Verify requirements** - Verifying requirements ensures that the requirements have been defined correctly and meet quality standards. This means that they're ready for formal review, ready for validation by the customer, and provides all the information needed for further work based on the requirements to be performed.
6. **Validate requirements** - After verification comes validation. This ensures that all requirements support the delivery of value to the business, that all requirements fulfill its goals and objectives, and that all requirements meet a stakeholder need.

Solution Assessment and Validation
Solution Assessment and Validation is necessary to ensure that solutions meet the business need and to see that they are successfully implemented.

Solution Assessment and Validation Tasks:
1. **Assess proposed solution** - Assess proposed solutions in order to determine how closely they meet stakeholder and solution requirements. This may be performed on a single solution or to compare multiple proposed solutions. Doing this will determine whether the solution delivers enough business value to justify its implementation.

> *Do the common thing in an uncommon way.*
> *Booker T. Washington*
> *Educator*
> *1856-1915*

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used and assess the effect it has had, both positively and negatively.

Knowing how to identify whether or not our organization needs to implement changes and how to go about implementing those changes is vital for growth to occur. Studying the benefits of Business Analysis can help your organization succeed in increasing value to the stakeholders and, in turn, acheive the desired growth.

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2. **Allocate requirements** - In order to allocate requirements, assign stakeholder and solution requirements to solution components and to releases.
3. **Assess organizational readiness** - Describe the effect a new solution will have on an organization and determine if the organization is prepared for the organizational change that the solution implementation will cause.
4. **Define transition requirements** - This task defines requirements for capabilities needed to transition from an existing solution to a new solution.
5. **Validate solution** - Validating the solution ensures that a delivered solution meets the business needs on an ongoing basis.
6. **Evaluate solution performance** - Once the solution begins, investigate how it is actually