

The 6 Step Guide To Transition Into A Business Analyst Role In 90 Days.



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I am Sajana Binil, Founder of Business Analysis Hub and a career transition expert. I am on a mission to help 100,000 working professionals build successful careers in business analysis. I have been mentoring and coaching business analysts for over a decade now and have trained thousands of business analysts in India, US and Australia.

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Step 1

Gain Clarity

Know more about business analysis before you get into this role. Now, research does not mean you visit every other website on internet or watch all videos on Youtube. This will leave you utterly confused. It is important to follow any one mentor or coach whom you trust and who can explain you in very simple terms.

Find out:

What is Business Analysis?

What are responsibilities of a BA?

What is the career growth potential in this role?

What skills are required in a BA role?

What certifications are required?

You will get all the information you are looking for in my you tube channel.

www.youtube.com/businessanalysisguide





Step 2

Perform a Skill Gap Analysis

To become a functional business analyst, 4 skills are essential: Domain Knowledge, Analytical Skills, Communication Skills and Knowledge of BA tools and techniques. So compare the skills required in business analyst role with the skills you already have. People coming from Non - IT sectors like banking, insurance, healthcare have good domain knowledge, analytical skills and communication skills. If you are a software developer/tester you will have good analytical skills, you must be also well versed with some BA tool and techniques like JIRA, Visio, Brainstorming, Interviews, Root Cause Analysis, Prototype, Flow charts, Waterfall/Agile. The skills you have will make your transition easier. Make a list of skills you need to procure or develop.





Step 3

Identify a course

Now that you have identified the skills that you need to procure, its time to identify the right course. Keep the following points in mind while searching for a course.

- Go through the syllabus of the course and see if it will help you fill in the skill gaps
- Check if the course can give you actual hands on exposure to tools and techniques used by BA and project scenarios.
- Check the trainer videos to see if his/her sessions are impactful and easy to understand
- Check if the course is linked to IIBA certifications like ECBA/CCBA. This will give you an edge over others.





Step 4

Make The Investment

Once you have shortlisted the course, make the investment. Most professionals view education as expense, but its not. If you put your money in stocks, funds or deposits, it will give your returns only after months or years. But education gives you returns immediately and that too life-long.

Listen to my podcast on how I got into business analysis. This story will inspire you and help you take the right decision.

<https://anchor.fm/sajana5>





Step 5

ECBA Certificate

During the Business Analysis Training, start preparing for ECBA (Entry level certificate in Business Analysis) exam from IIBA. This is a globally recognized certificate issued by International Institute of Business Analysis(IIBA). Don't worry, it is relatively easy exam. The best way to prepare for this exam is to join a study group. In that way, you will have a community guiding you whenever you are stuck. How to find a study group? Well, the business analysis course you subscribed to should be having one.

You can find all details of this exam on: **www.iiba.org**





Step 6

Interview

Identifying opportunities within your current organization for a BA role will give you an easy way to jump. This will appear in the internal job postings sent by your HR departments. Even Non-IT firms have a small IT team of their own, so talk to your HR or manager. If not, look for opportunities outside. Post your profile in some key job sites as per your geography and set the right keywords. There are ample of opportunities for fresher BA out there.

Good Luck!





By Sajana Binil
Business Analysis Expert

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