

Job Description	
Position Name	Business Analyst
Designation	Business Analyst
Department	MAP_IT
Place of Work	Bhopal
Job Type	Contractual (Upto 2 years) Extendable basis performance

Job Objective

Role of Business Analyst at **Madhya Pradesh Agency of Promotion of IT** requires experienced IT professional to act as strong linkage between business user which is government department and the software development team. Business Analyst is required to gather software requirements / business rules and ensure alignment with development team. The stakeholder requirements are required to be converted into tangible deliverables like functional specifications, user cases, user stories, workflow / process diagrams, data flow / data model diagrams.

Primary Responsibilities Of The Role

Primary job responsibilities include (but not limited to) :-

- Interaction with stakeholders in government department and development team to identify and define the needs by analyzing, defining and formalizing business processes and requirements
- Perform analysis and elicit detailed business requirements from Government & Business stakeholders
- Document Requirement Traceability Matrix (RTM), Product Backlog , DPR, SRS, FRS, Work Flow, Use Case documentation, Screen Mock-ups, User Manuals etc
- Translating and simplifying requirements and helping with versioning
- Collaborate & Implement Government Process Re-Engineering
- Collaborate with technical resources to provide solutions that are aligned with and support the business strategy and objectives of the departments
- Work with stakeholders in Government Departments to develop Project Acceptance Criteria and respond to queries from technical project team and review Project Deliverables including, Test Plan and User Acceptance Test (UAT).
- Act as a subject matter expert in relevant areas and trends
- Recommend approaches that drive results and enable the business to achieve its goals
- Manage requirements throughout the SDLC including Change Management.
- Collaborate with development team to manage government department expectations
- Understand and incorporate industry best practices, standards and methodologies as project artefacts for design, development and documentation
- Broad knowledge and passion for digital technology, including web-based products and services, mobile devices and apps, and social media

Candidate Profile Details

Essential Criteria	Desirable Skills & Experience
<p>Education Details</p> <ul style="list-style-type: none"> • Graduate or Post-Graduate in Computer Science/ Information Technology/ Engineering (in any stream) <p>Work Experience –</p> <ul style="list-style-type: none"> • Minimum 8 years of experience with 5 years of relevant experience • Must be experienced with the end to end Software development life cycle (SDLC) and at-least one SDLC Methodology process (Waterfall, Agile or other similar) • Extensive experience with requirement capturing • Experience of creating Product Backlog, Requirement Traceability Matrix, SRS & FRS documentations 	<ul style="list-style-type: none"> • Experience of working with government department/s would be an added advantage • IIBA, CBAP, AAC, CFLBA or similar Business Analyst certification program or Domain Certification • Experience in usage of tools like Screen Mock ups, Wireframes, User experience, Use Cases, Work Flow or similar tools • Experience of creating DPR, Product Backlog, Requirement Traceability Matrix, User manuals • Excellent analytical skills, with strong attention to detail • Proactive self-starter with demonstrable high level of productivity • Must be flexible and effective at multi-tasking • Able to establish positive relationships with technical staff, business partners and other key stakeholders • Strong ability to perform analysis of complex business, workflow, and technology issues to support decision-making • Must possess good meeting facilitation, verbal and written communication skills in English & Hindi • Must be pro-active with issue identification and resolution