

1-Month Strategic Business Analyst Execution Roadmap

Intensive Preparation & Execution Plan

WEEK 1: Requirements & Business Thinking

Goal: *Think like a Business Analyst and master elicitation.*

- **Day 1-2 (Core Concepts):**
 - **Learn:** BA lifecycle, Role of BA in real projects, SWOT, PESTLE, 5 Whys.
 - **Task:** Perform a SWOT analysis of Zomato, Amazon, or your current company.
- **Day 3-4 (Elicitation Practice):**
 - **Learn:** Interviews, stakeholder questions, requirement gathering techniques.
 - **Task:** Write 15 stakeholder questions for a simulated "Build a Food Delivery App" project.
- **Day 5 (Documentation):**
 - **Learn:** BRD (Business Requirement Document) structure.
 - **Task:** Create a basic BRD including Problem Statement, Objectives, Scope, and Functional Requirements.
- **Day 6 (Advanced Documentation):**
 - **Learn:** Requirement Traceability Matrix (RTM).
 - **Task:** Create a simple RTM in Excel linking business needs to functional features.
- **Day 7 (Review):**
 - **Task:** Revise the week's concepts and watch a breakdown of a real-world BA project video.

WEEK 2: Process Mapping (The Critical Skill)

Goal: *Visualize how a business operates and identify optimization opportunities.*

- **Day 1-2 (Basics):**
 - **Learn:** BPMN 2.0 standards, "As-Is" vs "To-Be" mapping.
 - **Tools:** Familiarize yourself with Draw.io or Lucidchart.

- **Day 3-4 (Hands-on Practice):**
 - **Task:** Draw the current "As-Is" process flow for a real-world scenario (e.g., "Swiggy Order Flow").
- **Day 5 (Optimization):**
 - **Task:** Improve the "As-Is" process by creating a streamlined "To-Be" diagram.
- **Day 6 (Gap Analysis):**
 - **Task:** Identify delays, bottlenecks, and specific improvements between your two process maps.
- **Day 7 (Mini Project):**
 - **Deliver:** Present 1 full Process Case Study (As-Is → Gap Analysis → To-Be).

WEEK 3: Agile + Jira (Execution Layer)

Goal: Master the methodologies companies use to actually build software.

- **Day 1-2 (Agile Basics):**
 - **Learn:** Agile vs Waterfall methodologies, Scrum Roles (PO, Scrum Master, Dev Team).
- **Day 3 (User Stories):**
 - **Learn:** Standard format ("As a [user], I want [action], so that [value]").
 - **Task:** Write 10 robust user stories for your chosen project.
- **Day 4 (Acceptance Criteria):**
 - **Learn:** Behavior-Driven Development (BDD) / Gherkin syntax (Given/When/Then).
 - **Task:** Add acceptance criteria to your 10 user stories.
- **Day 5 (Jira Practice):**
 - **Task:** Set up a free Jira board. Create Epics, add your User Stories, and build a backlog.
- **Day 6-7 (Mock Sprint):**
 - **Simulate:** Conduct a mock sprint planning session. Break down user stories into technical sub-tasks.

WEEK 4: Data + Stakeholders + Strategy

Goal: Develop a senior-level analytical and strategic mindset.

- **Day 1-2 (Data & SQL Basics):**
 - **Learn:** Basic SQL commands (SELECT, WHERE, JOIN).
 - **Task:** Query sample datasets to simulate pulling business data.
- **Day 3 (KPIs & Metrics):**
 - **Learn:** Identifying business metrics that matter.
 - **Task:** Define 5 key performance indicators (KPIs) for your project (e.g., a food delivery app).
- **Day 4 (Stakeholder Management):**
 - **Learn:** The RACI Matrix (Responsible, Accountable, Consulted, Informed).
 - **Task:** Create a RACI matrix for your project team.
- **Day 5 (Presentation Skills):**
 - **Task:** Create a short slide deck (PPT) highlighting the Problem, Solution, and Business Impact.

- **Day 6-7 (Final Capstone Project):**

- **Scenario:** "Your company is upgrading its legacy CRM system to Salesforce."
- **Deliver END-TO-END:**
 - ✓ 1 comprehensive BRD
 - ✓ 2 Process Flows (Current vs. Future)
 - ✓ 1 Jira Backlog (Epics & Stories)
 - ✓ 1 RACI Matrix
 - ✓ 1 Executive Presentation

Final Outcome (After 30 Days)

You will have an Interview-Ready Profile featuring a complete, tangible portfolio demonstrating requirements gathering, process optimization, Agile execution, and strategic thinking.