10 Business and Professional Mistakes to avoid as a Business Analyst

BUSINESS ANALYSIS SERIES

SWIPE ⟶

Business Mistakes to avoid as a Business Analyst

Ignoring Silent Stakeholders

Ignoring Non-functional requirements

Not exploring implicit requirements

Assuming User Behavior : People deleting accounts, files etc

Ignoring Requirements Re-use : large code base

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Ignoring Silent Stakeholders

Failing to engage with and address the needs of silent or less vocal stakeholders can have severe consequences for a project or program.

- Missing critical requirements or perspectives
- Breeding resentment and lack of buy-in from stakeholders
- Damaging relationships and trust with stakeholders
- Losing valuable insights, expertise, or resources

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Ignoring Non-functional Requirements

Overlooking non-functional requirements, such as performance, security, usability, and scalability, can lead to significant issues in the final product or solution.

- Poor user experience due to slow performance, confusing interfaces, or accessibility issues

- Security vulnerabilities that expose the system or data to potential breaches or attacks.

- Increased technical debt and maintenance costs

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Not Exploring Implicit Requirements

Implicit requirements are unstated assumptions, constraints, or expectations that stakeholders may have but have not explicitly articulated.

- Misaligned expectations between stakeholders and the project team, leading to dissatisfaction or rework
- Incomplete or inaccurate understanding of the problem space, leading to suboptimal solutions
- Missed opportunities to address critical business needs or pain points

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Assuming User Behavior

Making assumptions about how users will interact with a system or solution, without proper research or validation, can lead to significant usability issues and adoption challenges.

- Designing features or workflows that do not align with actual user behaviors leading to confusion and frustration

- Overlooking edge cases or unexpected use cases, resulting in a suboptimal user experience.

- Failing to account for diverse user needs, preferences

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Ignoring Requirements Reuse

In large, complex systems or organizations with extensive codebases, failing to consider requirements reuse can lead to

- Duplicated efforts and wasted resources in reinventing existing functionality or solutions.

- Inconsistencies or incompatibilities between different parts of the system, lead to integration challenges.

- Increased technical debt and maintenance overhead due to redundant or divergent code.

Career Mistakes to avoid as a Business Analyst

Not getting out of your comfort zone

Ignoring Skill Improvement

Ignoring Behavioral Skills

Ignoring Personal Branding

Not Networking

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