

Business, Management and Administration

Pathway: Business Analysis

Code	Topic	Course	Knowledge and Skill	Performance Element	Measurement Criteria
BAPD01.01	Defining the Goal	#7: Principles of Management	Use reliable information to research the problem.	Identify factors and other considerations to clearly state the problem.	List the most important elements of the problem.
					Distinguish between quantitative and non-quantitative information.
				Appraise environmental and other parameters to identify the potential affects of the problem.	List environmental influences.
					Distinguish between the controllable and non-controllable factors.
					Document benefits of solving the problem.
				Explore stakeholder needs to determine impact to the stakeholders.	Identify the stakeholders.
					Describe the impact on the various stakeholders.
Discuss the problem with stakeholders.					
Identify stakeholder needs.					
BAPD01.02	Defining the Goal	#7: Principles of Management	Form a clear statement of the problem to ensure consistent understanding among all stakeholders.	Develop a problem statement.	Write the problem statement using the conventions of standard English.
					Include factors, time and measurement in problem statement.
					Solicit feedback from stakeholders to validate problem statement.
BAPD01.03	Defining the Goal	#7: Principles of Management	Formulate assumptions and a hypothesis to facilitate a solution.	Formulate assumptions to gain a better understanding of the causes of the problem.	Apply quantitative measures for assumptions.
					Develop a rationale for each assumption.
					Compile a list of hurdles to overcome.
				Examine various approaches to articulate possible solutions.	Solicit input from each stakeholder.
					Describe each approach using quantitative measures.
Estimate resources involved in each approach.					

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BAPD02.01	Collect and Evaluate Data	#8: Financial Accounting #9: Applications of Business Analysis	Compile data to validate assumptions and hypothesis.	Examine available sources to determine key elements.	List data elements.
					Explain how each data element relates to the overall problem or goal statement.
					Quantify amount of data needed.
				Develop a plan for gathering data.	Prioritize data.
					Locate data sources.
					Estimate resources required.
				Solicit feedback from stakeholders to validate data	Create a time-line for data collection.
					Obtain data from sources identified.
					Conduct meetings with key stakeholders and others who will provide data.
				Organize the data to facilitate interpretation.	Obtain buy-in from data providers.
					Further define the problem if data indicates need.
					Select the appropriate storage schema.
					Use information technology tools to store the data.
BAPD02.02	Collect and Evaluate Data	#8: Financial Accounting #9: Applications of Business Analysis	Evaluate the data to validate assumptions and hypothesis.	Convert data into key metrics to facilitate interpretation.	Apply Information Technology tools to perform mathematical computations.
					Identify applicable formulas.
					Apply formulas to data.
				Interpret information to validate assumptions and hypothesis.	Identify trends and perform a regression analysis.
					Determine key data elements.
					Evaluate data collected in context.
				Prepare data in a format to facilitate interpretation.	Determine relevance of data collected.
					Create graphical representations of metrics.
					Determine usable format.

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BAPD03.01	Formulate and Evaluate Solutions	#9: Applications of Business Analysis	Generate alternatives to facilitate comparisons.	Review data to determine key leverage points.	Examine data to determine key leverage points.
					Justify each leverage point based on the data.
					Rank the leverage points.
					Prepare cost benefit analysis.
				Identify constraints to evaluate feasibility of alternatives.	List constraints.
					Relate constraints to identified leverage points.
				Seek a variety of input to create alternative solutions.	Brainstorm ideas.
					Prepare options in writing.
				Eliminate infeasible alternatives to save time.	Compare each option to the stakeholders' needs.
					Estimate resource needs of each alternative.
Establish the means for comparing alternatives.	Select criteria.				
	Determine how each solution stands against criteria.				
Analyze extenuating circumstances and factors.					
BAPD04.01	Select and Present a Solution	#9: Applications of Business Analysis	Explore possibilities to select the most beneficial solution.	Review criteria to evaluate the potential and limitation to each solution.	Summarize each solution against criteria.
					Estimate and explore the impact of each solution.
				Compare the alternatives to select the best solution.	Rank solutions based on overall outcome.
					Justify solution.
BAPD04.02	Select and Present a Solution	#9: Applications of Business Analysis	Prepare presentation of solutions to communicate to stakeholders.	Condense and customize information to prepare a presentation.	Condense information into a concise format.
					Customize presentation for the audience.
					Prepare supporting documents and visuals.
					List possible questions and concerns.
				Use effective communication skills to present the solutions.	Capture the attention of the audience.
					Model appropriate use of materials.
					Employ a logical progression of ideas and information.
Meet the expectations of the audience effectively.					

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BAPD05.01	Control the Process	#10: Process Control	Communicate with all stakeholders throughout the process to ensure alignment of energies and resources.	Establish a time-line and milestones to gauge progress.	Create a time-line.
					Obtain approval of the time-line from stakeholders.
					Evaluate and adjust the time-line as necessary.
				Periodically review time-line and progress to make adjustments expeditiously.	Evaluate progress against time-line and goals.
					Recommend and make changes based on analysis.
				Provide periodic reports for stakeholder evaluation.	Exchange data and information with stakeholders.
					Solicit feedback from stakeholders.
Prepare reports.					

Additional Recommended
CTE/Degree Major Courses:
#3: Business Communications
#4: Business Finance
#5: Marketing
#6: Database Design and Management