BA Mindset Checklist

How to use this checklist

This checklist is designed to help you reflect on your problem-solving techniques (one of the key business analyst skills) by encouraging your attention to the mindset (neuroscience and neuroplasticity). You may find ways to build and uplift your BA skills by reflecting on these questions professionally and personally. Separate sections have been included for you to allow for notetaking.

I provide many more aspects, workbooks, and online training – Effectiveness of Neuroscience & Neuroplasticity for Business Analysts, please get in touch for more details.

BUSINESS ANALYSIS - PROBLEM SOLVING

☐ When working on a problem statement, do you step back and question your understanding of the actual problem you are trying to resolve with your stakeholder?

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☐ Do you reiterate, refine, and elaborate on the problem(s) you are trying to resolve with your key stakeholders, sponsor or an SME?
 ☐ What do you think a problem is?
 ☐ What does your stakeholder think a problem is?
 ☐ Why do we have this problem?

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BA COMPETENCY

Stakeholder Management

☐ Are you successful in resolving complex requirements conflicts through influential stakeholders' engagements?

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☐ Can you effectively present options and recommendations to stakeholders?

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☐ Have you worked with senior business stakeholders to determine business change problems? And was this a successful experience?

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☐ How effective are you in managing difficult and resistant stakeholders? Do you think about stakeholders' mindset, their behavior, and why they might be difficult?

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☐ Are you effectively identifying and engaging with the right stakeholders?

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☐ Do you make sure that your stakeholder understands their role in definition of problem-solving and requirement management?

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☐ How often do you go back to your stakeholder, sponsor, or key SMEs to elaborate and confirm the problem statement (problem(s) you are trying to resolve)?

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☐ How comfortable are you providing honest feedback to your stakeholder, team member, SME on the solution options, and/or quality of requirements you have delivered?

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BA Planning

☐ Are you able to build effective rapport and prepare to engage
With your stakeholders in the most effective way, they would like
To be engaged (eg. workshops, interviews etc).

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☐ Are you able to provide effective decision-making and approval processes to manage requirements?

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BA MINDSET

☐ Do you clearly understand what the problem is before trying to think or provide solution options?

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☐ Do you use visualization tools to elaborate on problems and solution options?

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☐ Where do you find yourself strengths on, front of the brain (problem-solving)
or back of the brain (assessing solutions)?

☐ Front

☐ Back.

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☐ Do you know what would be the best approach in problem-solving that would work best with your stakeholder?

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☐ Have you spent time understanding your stakeholder's mindset and behavior? How would they like to work with you? Is there a specific approach that might work better in dealing with them?

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☐ Do you spend quality time preparing for your next workshop or a meeting with your stakeholder? Do you take detailed notes post meetings you held with your stakeholder?

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☐ Are you more likely to walk away when overloaded with information (domain knowledge dump by stakeholders)? Have you considered taking a break and starting the next day again?

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☐ How often do you have an 'Aha' moment? What self-care techniques do you undertake (10 minutes of meditation in the morning, yoga, exercise (walk))

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☐ Do you have virtual coffees with your stakeholder(S) and team members?

☐ Have you considered playing a game with your stakeholders and team members?
Virtual games like ice breakers, murder in ancient Egypt, and quizzes. You may want to learn how to play chess?

Please note there is no precise scale for this.
Think about what you have so far discovered about yourself from this exercise?
Think about what do you want to do next?
How does this exercise help your work and personal life?