

BA Mindset Checklist

How to use this checklist

This check list is designed to help you reflect on your problem solving techniques (one of key business analyst skills) by encouraging your attention to the mind set (neuroscience and neuroplasticity). By reflecting on these questions, you may find ways to professionally and personally build and uplift your BA skills. Additional separate sections have been included for you to allow for note taking. There are many more aspects, workbooks and online training that I provide – Effectiveness of Neuroscience & Neuroplasticity for Business Analysts.



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?

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

BA COMPETANCY



Stakeholder Management

- Are you successful in resolving complex requirements conflicts through effective stakeholders' engagements?

Can you effectively present options and recommendations to stakeholders?

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

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

Are you effectively identifying and engaging with right stakeholders?

Do you make sure that your stakeholder understands their role on requirements management and definition of problem solving?

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)?

- How comfortable are you to provide honest feedback to your stakeholder, team member, SME on the solution options, quality of requirements to your team members perhaps?

BA Planning

- Are you able to build effective rapport and prepare for stakeholders?

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

BA MINDSET



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

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

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

- Front
- Back.

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

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

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?

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

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

Do you have virtual coffees at the 1st moment with your stakeholder(S), team members?

- Have you thought about playing a game with your stakeholder, team members. Virtual games like ice breaker, murder in ancient Egypt, quizzes. You may want to learn how to play chess?

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