

**Crane Ridge Analytics**  
**Business Analysis Review Checklist**

No	Discipline	Discipline:	Sub area	Description
<b>1</b>	<b>Stakeholder Identification and Analysis</b>			
		Project Management		
			Stakeholder Mapping, Stakeholder Engagement	
1,1				Identify key stakeholders.
1,2				Understand stakeholder needs and expectations.
1,3				Document stakeholder roles and responsibilities.
<b>2</b>	<b>Business Objectives and Goals</b>			
		Strategic Planning		
			Objective Setting, Goal Alignment	
2,1				Define clear business objectives
2,2				Align objectives with organizational goals.
2,3				Ensure objectives are measurable and achievable.
<b>3</b>	<b>Requirements Gathering</b>			
		Business Analysis		
			Requirements Elicitation, Requirements Documentation	
3,1				Conduct interviews and surveys with stakeholders.
3,2				Facilitate focus groups and workshops.
3,3				Document requirements through use cases, user stories, and scenarios.
<b>4</b>	<b>Current State Analysis</b>			
		Process Improvement		
			Process Mapping, Gap Analysis	
4,1				Analyze existing business processes.
4,2				Identify pain points and inefficiencies.
4,3				Map current state processes.
<b>5</b>	<b>Future State Definition</b>			
		Process Improvement		
			Process Design, Future State Mapping	
5,1				Design and document future state processes
5,2				Identify improvements and innovations.
5,3				Define business rules and workflows.
<b>6</b>	<b>Gap Analysis</b>			
		Process Improvement		
			Gap Identification, Improvement Planning	
6,1				Compare current state with future state.
6,2				Identify gaps and areas for improvement.
6,3				Prioritize gaps based on impact and feasibility.
<b>7</b>	<b>Solution Assessment and Validation</b>			
		Business Analysis		
			Solution Evaluation, Validation	
7,1				Evaluate potential solutions.
7,2				Validate solutions with stakeholders.
7,3				Conduct feasibility studies and risk assessments.
<b>8</b>	<b>Financial Review</b>			
		Financial Management		
			Financial Analysis, Risk Management	
8,1				Analyze financial performance and trends.
8,2				Review budgets, forecasts, and financial statements.
8,3				Assess financial risks and opportunities.
8,4				Ensure alignment of financial planning with business objectives.
<b>9</b>	<b>Social Impact Assessment</b>			
		Corporate Social Responsibility		
			Community Engagement, Social Impact Analysis	
9,1				Analyze the impact of business operations on local communities.
9,2				Evaluate corporate social responsibility (CSR) initiatives
9,3				Assess community engagement and support programs
9,4				Identify opportunities for improving social impact.
<b>10</b>	<b>Staff and Human Resources Review</b>			
		Human Resources Management		
			Workforce Analysis, Training and Development	
10,1				Evaluate staffing levels and workforce capabilities.
10,2				Assess employee satisfaction and engagement.
10,3				Review training and development programs.
10,4				Ensure alignment of HR practices with business goals.
<b>11</b>	<b>Implementation Planning</b>			
		Project Management		
			Implementation Strategy, Resource Allocation	
11,1				Develop an implementation roadmap
11,2				Define milestones and deliverables.
11,3				Allocate resources and assign responsibilities.
<b>12</b>	<b>Change Management</b>			
		Change Management		
			Change Planning, Stakeholder Communication	
12,1				Develop a change management plan.
12,2				Communicate changes to stakeholders.
12,3				Provide training and support for new processes.
<b>13</b>	<b>Monitoring and Evaluation</b>			
		Performance Management		
			KPI Monitoring, Performance Reviews	
13,1				Establish key performance indicators (KPIs)
13,2				Monitor progress and performance.
13,3				Conduct regular reviews and adjustments.