



<https://lumecg.com/job-listings/business-analyst-ba/>

## Business Analyst (BA) REMOTE

### Description

Lume Consulting Group a Sacramento based IT consulting company is looking for a qualified individual to fill the role of a Senior Business Analyst (BA)

**Must have experience with federal, state, and/or local government entities**

### Qualifications

1. Work closely with internal subject matter experts (SMEs) to understand the business problem and proposed solution.
2. Work closely with in-house technical staff to identify and analyze legacy data issues.
3. Vet the business requirements and recommend alternative approaches to satisfy business requirements based on analysis of Communications Division needs.
4. Work closely with in-house SMEs and Solution Vendor to validate the business requirements.
5. Develop scenarios and customer stories to support the business requirements.
6. Maintain all requirements and **traceability matrix**.
7. Create documents, reports and deliver briefings related to assigned work.
8. Review and confirm **test scripts** including traceability and coverage to all requirements.
9. Interact with the project team, which is comprised of client staff, Contract Manager vendor and Implementation vendor as needed and attend project-related meetings as required.
10. Maintain and prioritize **test metrics** and categorized defects.

### Mandatory Qualifications:

1. **A minimum of five (5) years** of proven IT Experience in the following areas:
  1. Gathering and documenting business requirements.
  2. Writing formal requirements and design documentation for IT applications.
2. Possess a **bachelor's degree** or equivalent University degree.
3. Ability to work well with others, staff, and stakeholders. Must be able to run meetings and deliver presentations to executives as needed.
4. Excellent oral and written communication skills. Must be able to understand and communicate complex technical concepts as well as deliver and

### Hiring organization

Lume Consulting Group

### Employment Type

Full-time, Part-time, Contractor

### Beginning of employment

Week of October 16, 2023

### Duration of employment

1 year

### Industry

Government Consulting

### Job Location

Sacramento

Remote work possible

### Date posted

communicate estimates and timelines.

## **TASKS/DELIVERABLES:**

### **Work Plan**

The BA shall create a work plan/schedule that will map out completion of all project business analysis tasks and deliver the plan within first month of engagement.

### **Requirements Review**

1. The BA shall review all existing business requirements, workflows, and to-be processes.

The BA shall conduct meetings with Subject Matter Experts (SMEs) to validate and clarify requirements as needed.

### **Validate Requirements with Solution Vendor**

1. The BA shall work closely with the Solution Vendor and SMEs to validate all requirements against the proposed solution.

Update all requirements as needed.

### **Quality Assurance**

1. The BA shall work closely with Solution Vendor and SMEs to confirm that all requirements and user stories are included in test scripts.
2. The BA shall work closely with SMEs to create scenarios and user stories.
3. The BA shall confirm two-way traceability between test scripts and requirements.
4. The BA shall provide metrics on testing status and defects on a weekly basis.
5. The BA shall test plan creation, conduct system testing & verification, and develop user training manuals.

The BA shall assist Client Project Manager in managing facilitated project sessions, conduct information gathering from project Stakeholders, and developing appropriate use cases for project requests