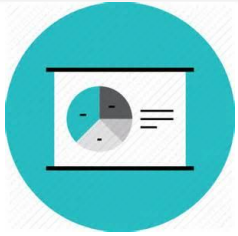


Top tips on running a successful BA project

Understand the project



- What systems are included
- What data is there
- What does the business need
- How will data be accessed
- What will success look like
- Has the project governance been established

Plan the project



- Have a detailed scope
- Are there clear milestones, timelines, budget and resource availability
- Set up control points
- Establish control-change process
- Ensure the plan is shared and is realistic

Put the project into context



- Set out the limitations of the project
- Flag any clashes across other IT or business projects which may affect timings or resource
- Share what the project is looking to achieve

Clearly define roles and responsibilities



- Set up the necessary roles such as project board, project leader, project sponsor, project manager
- Identify user roles
- Provide clear responsibilities and deliverables against each role
- Set up kick-off meeting to launch project, to bring team members together and hear vision and plan of project

Have a clear communication plan



- Make sure you communicate the project – providing tailored messages for different groups (ie stakeholders, sponsors, users)
- Remind about the purpose of the project
- Establish involvement and expected contribution
- Share progress, quick wins and lessons-learnt to help with engagement and buy-in

Identify success and measure achievements



- Share success measures of the project
- Set up KPIs to monitor progress throughout the project
- Share the wins and achievements across the organisation
- Celebrate success