



IS LEADERS™

## CONFIDENTIAL

### Consulting Opportunity #0526 (External)

#### Resource Needs

Role(s): Business/Data Analyst

The Business/Data Analyst is responsible for developing business requirements for both standard reporting and major project initiatives. He/she will work with the project manager and the business owner/user to drive the requirement gathering process.

The Business Analyst will complete the business requirement document and the value verification (success criteria) process to measure the business impact of client's enterprise reporting and analytics efforts. This role works in concert with other departments in order to define and implement the overall Business Intelligence (BI) program goals and tasks in terms of scope, quality, budget, schedule and benefit. He/she will act as the single point of contact for all requirement and success criteria information.

In the process of gathering the business requirement, the Business Analyst will integrate all the information and relate the business requirement to business values and technical capabilities available to the project. He/she will become the expert at translating the business value to business requirement and carrying it through to technical requirements.

#### Responsibilities:

- Analyze business processes, support the development of business plans and the business case for development of new tools or enhancements to existing tools, document business requirements, and creation and routine support of standard operating procedures from a business perspective in regards to BI
- Serve as a communication bridge between Reporting and Analysis, Information Management and other internal business partners regarding: report development/enhancements, implementations and process improvements
- Partner with Information Management and Business stakeholders to ensure projects are effectively put into production by working through the project lifecycle, which includes coordinating User Acceptance Testing with the Business sponsors
- Work with Data Steward, Analytics and IM teams to define variables in data table as part of the effort to create a consistent and informative data dictionary
- Help maintain the client's Reporter Project Portfolio and manage the prioritization effort to meet internal and external customer expectation
- Manage implementation timeframes to ensure clear understanding and communication of capabilities, business requirements and customization needs

- Other duties as needed.
- Reports to Project Manager

Personality:

- A leader with no ego
- Organized and able to drive to a schedule without being perceived as too pushy
- Tactful in managing vendors, hold them accountable and yet retains a good working relationship
- Respectful of all levels of staff and customer service focused while sticking to the project plan

## Logistics

Start Date: 2/15/2011

End Date: 8/15/2011

Travel requirements: local to Twin Cities

## Experience/Skills/Tools (show required or preferred as Y or N):

#	Experience/Skill/Tool	Years of exp.	Date Last Used	Required? (Y/N)
1	Managing multiple projects ranging from developing business requirements, reporting implementation to business process improvement	3+ yrs		Y
2	Experience with pharmacy and/or medical claims, eligibility, benefits data	3+ yrs		Y
3	Working with enterprise level data warehouse	3+ yrs		Y
4	Data analyst experience	1+ yr		Y
5	Can read and write SQL			Y
6	Experience writing Use Cases	3+	2009	Y
7	Prior experience in meeting facilitation and presenting basic concepts to working groups/colleagues/peers			Y
8	Proficiency in MS Excel, Word and PowerPoint			Y
9	Excellent oral and written communication skills			Y
10	Project implementation experience that with BI reporting applications			Y
11	Experienced in business analysis, operational modeling and/ or reporting			Y
12	Bachelor's degree or equivalent experience			Y
13	PBM or healthcare experience			N