

Business Analyst

General Purpose of the Position:

As a key member of the SharePoint team the Business Analyst will execute detailed requirements analysis, documenting processes and perform user acceptance testing. The Business Analyst is primarily responsible for combining knowledge of information systems and business to develop solutions that will address defined business challenges. To succeed in this role, the Business Analyst should have a natural analytical way of thinking and be able to explain difficult concepts to non-technical users.

Essential Duties and Responsibilities:

- Gathers and documents business requirements for SharePoint projects. Works to understand client's business above and beyond the immediate requirements. Converts requirements into functional specifications. Works with department members to determine timetable for user requests.
- Acts as a liaison between the client and the development staff to ensure proper implementation of requirements within the expected timetable. Communicates any material modifications of the business requirements to the client.
- Writes high level test plans and manual test cases, utilizing these documents to test applications. Creates and runs functional as well as regression test suites. Works with automated testing team, when needed, for performance/load testing as well as automated regression testing.
- Works to ensure a positive end product for clients by overseeing the implementation of new software. Creates and maintains proper training materials and business documentation.
- Provides application and production support to internal clients.
- Assumes additional responsibilities as requested

Knowledge, Requirements, and Abilities:

- Bachelor's degree or equivalent experience in a business or computer related field.
- Minimum of three years' experience performing SharePoint systems support and analysis.
- Proficiency in requirements gathering, planning, analysis and testing techniques.
- In-depth knowledge of project management process including project planning, tracking, project risks and issues identification, assessment, tracking and mitigation.
- Well versed in SharePoint 2010 functionality.
- Strong understanding of SharePoint forms, InfoPath, Designer.
- Hands-on experience in creating customized forms, rules, validation.
- Knowledge of how to deploy custom forms to different farms.
- Understanding of SharePoint OO and custom Workflows; specifically of how to integrate custom forms with Workflows.
- Experience in automating a business process using SharePoint technology.
- Strong understanding of metadata and its relations to forms and usage.
- SharePoint certification strongly preferred.