

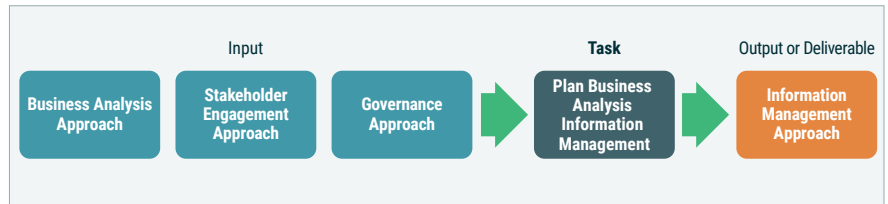
# Plan Business Analysis Information Management

## Reference (Guidelines and Tools)

The following resources, if they exist, can be used to transform the inputs into the outputs:

- Business Analysis; Performance Assessment;
- Business Policies;
- Information Management Tools;
- Legal/Regulatory Information.

## Task Inputs and Outputs



## Purpose or Need

To develop an approach for how business analysis information will be stored and accessed.



## Value

Information management helps ensure that business analysis information is organized in a functional and useful manner, is easily accessible to appropriate personnel, and is stored for the necessary length of time.



## Solution

A defined information management approach that describes how business analysis information will be stored, accessed, and actioned during and after the change is completed.



## Techniques

Frequently used techniques:

- [Interviews](#);
- [Item Tracking](#);
- [Lessons Learned](#);
- [Mind Mapping](#);
- [Process Modelling](#).

Refer to the **BABOK Guide v3** for the complete list of techniques..



## Stakeholder

Typically involves sponsors, domain subject matter experts, regulators, and any additional stakeholders identified.



## Description of Change

Plan Business Analysis Information Management defines how all the information developed by business analysis professionals (including requirements and designs) should be captured, organized, stored, traced, and integrated with other information for long-term use.

## Consider...

From redesigning business processes, to ensuring all business data is appropriately referenced and available in the new process, to creating enterprise-level standards around data management, effectively managing information relevant to any change effort is an important element of success.

See [Guide to Business Data Analytics – 2.6.3 Data Strategy](#).

Certifications: ECBA, CCBA, CBAP – Refer to the **BABOK® Guide** for study purposes

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