

## SYSTEMS ANALYSTS

work with users to formulate system requirements, develop system plans and documentation, review and evaluate existing systems, and design and modify systems to meet users' business needs.

### Tasks Include:

- working with users to formulate and document business requirements
- identifying, investigating, and analysing business processes, procedures and work practices
- identifying and evaluating inefficiencies and recommending optimal business practices, and system functionality and behaviour
- using project management methodologies, principles and techniques to develop project plans and to cost, resource and manage projects
- taking responsibility for deploying functional solutions, such as creating, adopting and implementing system test plans, which ensure acceptable quality and integrity of the system
- creating user and training documentation, and conducting formal training classes
- developing functional specifications for use by system developers
- using data and process modelling techniques to create clear system specifications for the design and development of system software
- acting as a central reference and information source, providing guidance and assistance in the system project decision making process