Vision 2015 Programme – A quick guide to requesting Business Analysis resource

1 DETERMINE THE RESOURCE REQUIRED

This process describes the actions to take when a project plan is developed or updated and resource need is identified.

2 CONTACT THE BAT TEAM

Resource requests can be sent to the Business Analysis and Transformation (BAT) team via Nicola Kilkelly or Sharla Arnold. Please provide as much detail as you can about the capability and time needed.

We have provided a list of the capability we can provide and our current priorities.

Note – If you have resources available outside the BAT team for design work, it's useful for us to know what they are working on so that the process leads can understand impacts to other work and ensure alignment.
Options such as co-locating staff with the BAT team in Greenock House are also available so please ask!

3 RECEIVE CONFIRMATION OR RESPONSE TO REQUEST

The BAT team will determine if the capability and time is available.

A. RESOURCE AVAILABLE
The BAT team will assign the work to a Business Analyst who will get in touch with the Project Manager and/or Business Lead within 1-2 business days to discuss next steps.

B. RESOURCE CONSTRAINTS
The BAT team will advise of constraints and suggest alternatives within Immigration or MBIE ICT. If there are no suitable alternatives or this puts too much pressure on the project, Nicola Kilkelly will book a session with the appropriate **Business Owner and/or Cluster Advisors** to determine how to shift current priorities and accommodate the request. Impacts to other pieces of work will also be discussed and reflected as needed across relevant plans/reports.

Note – this session could be done by phone, email or face to face depending on the scale of the request.

Contacts:

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Sharla Arnold, Lead BA
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