



Computer Analyst, Windsor Mill, MD – EZCA005C

Specialized Area – Business Analyst

Specialized Skill – x - Other

Mandatory Skills

MS Visio and PowerPoint

Job Description

Analyze and prioritized user and business requirements as system requirements that defined code lines in developing the new member portal.

Analyze As-Is system, gathered user and business requirements through UI (User Interface Updated High-Level Functional Specifications and the Scope documents.

Built many wireframes for various applications using MS Visio and PowerPoint.

Coordinate and conducted UAT walk-throughs of various functionalists with various audiences including both external and internal business users, testers and the stakeholders.

Perform an aggressive manual testing cycle for the whole portal in test and pre-production environment.

Prepare the defect reports and assigned problems to appropriate software development team for fixes.

Work with all members of the project team, following the project through the Systems Development Life Cycle and ensuring business objectives are met (extensive project life cycle experience

Create the Functional Specifications plan usage which describes all the functionality of the web portal, this document aids the business tester while testing process.

Perform unit testing of changes (configuration and custom development) in development and staging environments, including regression testing of functionality that may be impacted by the change.

Coordinate long chain testing where appropriate of changes (configuration and custom development) in development and staging environments.

Provide input and suggestions based on knowledge of an area of responsibility. Provide prototypes of new functionality based on client needs.

Accountabilities:

Builds and monitors programs for expected performance and responds to errors and emergency problems.

Maintains integrity of program logic and coding, and establishes required checks and balances for operational controls.

Provide regular status reports and manage task list for all project areas.

Produce procedural documentation as required.

Provide all required support to ensure all applications are fully functioning and operating in a secure manner.



Knowledge Areas and Responsibilities:

Facilitate User Acceptance Testing (UAT) and test strategies with development teams and Clients.

Work closely with the US Agency Personnel to identify the business requirements to meet the project scope.

Interaction with stakeholders, gathering requirements and rating to each of the requirements.

Use MS Office extensively (Word, Excel, Visio, Power Point, Project) for calculations, graphs, analysis, presentations and documentations throughout the project.

Involve in facilitating meetings, revise sessions, discussion groups and JAD sessions analyze the business requirements to its depth.

Use prototypes to demonstrate and verify the behavior of the system.

Conducted walk through with the project team to explain them the various changes made to the system that needed to be tested before implementation.

Prepared user manual and provided user training on an ongoing basis.