

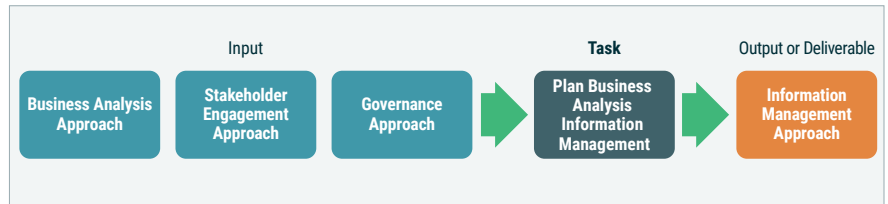
Plan Business Analysis Information Management

Reference (Guidelines and Tools)

The following resources, if they exist, can be used to transform inputs into 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 storing and accessing business analysis information.



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 change completion.



Techniques

Frequently used techniques:

- [Interviews](#)
- [Item tracking](#)
- [Lessons learned](#)
- [Mind mapping](#)
- [Process modelling](#)

Refer to the [BABOK Guide](#) for the complete list of techniques.



Stakeholder

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



Description of Change

This task 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 and 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

© 2025 International Institute of Business Analysis.