

System analyst report

[Business](#), [Management](#)



The management is to identify the requirements of a system analyst and ensure that all the staff involved in system analysis process possess all the required characteristics and skills needed in any design modeling process.

The purpose of this letter is to take into account and identify the skills which a system analyst must develop in order to be more effective in any design modeling process. A good system analyst must have all the necessary requirements so as to ensure a proper implementation of the design modeling process.

A system analyst is involved in carrying out researches, planning solutions, recommending software and systems and also coordinating the development of the design process in order to meet other requirements of the system. A system analyst should therefore possess most of the skills which can ensure a quality and timely delivery of software products. A system analyst should be an all-round system expert who can coordinate the design process of software and ensure an accurate implementation of the products. (Jeffrey & Lonnie, 2005) Some of the characteristics and the requirements of a system analyst include the following:

The system analyst must be in a position to communicate both in writing and orally. He/she must be able to communicate using a formal language that can be well understood with both the management and other junior staff.

The type of communication to be used must be able to be understood by all the stakeholders involved during the design and implementation process.

This will ensure that there is a proper communication channel. It will also ensure that there is proper documentation of all the activities involved during a design process. The documentation and proper communication

ensures a systematic approach and a timely completion of tasks during the design process.

A system analyst should have good management skills. The management skills should include but not limited to proper record management skills, personnel management skills and good documentation skills. This will ensure an organised operation and a good co-ordination of all the activities of the organisation.

The analyst must be able to get along with people and be a good listener. He/she should be able to take into consideration people's objectives and views in the implementation of the design works. This is a virtue which ensures the success of the design modelling process as the users' feedback is incorporated in the design work. This ensures that a design that meets the customers' requirements is produced without much hustle. The incorporation of the stakeholders' views will ensure that the produced system meets all the user requirements and that it performs the function which it was intended for.

The analyst must have good technological background. He/she may not necessarily be a programming expert but should have a good general knowledge on how the programs interact with other peripherals. He/she must also have adequate business information systems skills in order to produce the best output expected. This will help him/her identify problems whenever they occur and attempt to find a solution in a timely and a professional manner.

The system analyst must understand the goals and strategies of a business. He/she must also be in a position to implement the strategies in the best possible ways. The system analyst must have both technical knowledge and skills in terms of tools and techniques. The technological knowledge is inclined towards the use of computers in implementing the strategies. The knowledge should cover but not limited to areas like having knowledge with the use of computers/peripheral devices, adequate knowledge in networking and connectivity, have adequate knowledge in database management environments and system support activities.

The system analyst must also have business knowledge and skills which can help him/her solve business related problems. Therefore there is need for the system analyst to know the business functions which are performed by the organization. The skills in this area include: strategies, plans, traditions and values of the organization that the design process is to be carried on. The analyst should also understand the organizational structure and management techniques of the company. The analyst should also have knowledge on the functional work processes of the organization so as to ensure a smooth running of the design process.

A system analyst should be able to develop a good interpersonal relationship. This will enable the analysts conduct interviews to the management and the end users of the system. He will also be able to talk to the developers of how the software being designed should work and operate in order to match the requirements of the users. Such skills are very useful when it comes to documentation of the design process, conducting

interviews, observations and in carrying out statistical measurements of the project.

A system analyst should also have adequate prior experience in the development of a similar project. This will ensure that he/she can handle all the operations of the project without much difficulty. (Shelly, Gary, Cashman, Thomas, & Vermaat, 2008)

References

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