

Overview

This standard is about performing basic business intelligence analysis to support organisational information assessment.

This involves obtaining Business Intelligence (BI) reporting requirements, scoping BI reporting, creating basic data models, identifying key trends and communicating outputs using reports and presentations.

This standard is for those who need to perform basic business intelligence analysis as part of their duties.

Performance criteria

You must be able to:

1. Assist in gathering and documenting BI reporting requirements from stakeholders
2. Create basic BI data models to assess organisational scenarios
3. Document internal procedures for BI analysis and report production
4.
Develop and build new standard BI reporting outputs for organisational stakeholders in line with organisational requirements
5.
Query datasets using SQL (Structured Query Language) to identify correct BI data
6.
Create and compile basic analysis information to identify key trends in BI data
7.
Develop and maintain BI reports integrating data visualisations and routine analysis in line with organisational procedures
8.
Create and deliver presentations to communicate BI reporting outcomes
9. Contribute to process improvement of BI analysis and reporting in line with organisational requirements

Knowledge and understanding

You need to know and understand:

1.
How to obtain and document BI requirements from stakeholders
2.
The steps involved in creating BI data models and how to apply them
3.
The importance of documenting BI analysis and reporting
4.
How to present BI data and information to stakeholders
5. How to develop and maintain BI dashboard and reporting outputs
6. How to collect information and develop new BI data sets
7. How to apply SQL to query and extract data
8. How to produce and communicate key trend analysis
9.
How to create BI presentations for internal stakeholders to review
10.
How to identify key trends in BI data
11.
The steps involved in BI analysis and reporting process improvement and how to apply them

TECHDUBI3



Perform basic business intelligence analysis

Developed by e-skills

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Suite IT Users

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