

BSA Skills Assessment

Name	
Role	
Evaluated By	
Date	

	Grade	Notes
Facilitation Skills		
Questioning Techniques		
Clear and appropriate		
Open ended		
Probing		
Summarization & Restatement		
Reflecting		
Paraphrasing		
Confirming/Clarifying		
Listening		
Active listening		
Quick to connect with the group		
Processes ideas and captures		
Demeanor with the Group		
Energy		
Neutral		
Leadership		
People Skills		
Control of Group		
Friendliness		
Draws out full participation		
Keeps group focused on objectives		
Encourages the group		
JAD Technique Skills		
Agenda/Approach		
Appropriateness of approach		
Presentation of agenda		
Clarity of purpose		
Understanding of deliverables		
Preparation		
Understanding of project		
Agenda		
Visual aids		
Business models		
Explanations		
Clarity of terms		
Completeness		
Meaningful examples		

Analytical Skills		
General		
Business focus		
Time boxing		
Sufficient level of detail		
Instincts		
Decomposition		
Problem solving		
Diplomatic		
Negotiation		
Adaptability		
Organized		
Modeling Techniques		
Context Diagram		
Activity Diagram/Process Flow		
State Diagram		
Use Case Analysis		
Use Case Diagram		
Use Case Inventory		
High Level Use Case		
Detailed Use Case		
Mockups		
SDLC Process Skills		
Scoping		
Business Objectives		
Scope Statements		
High Level Use Case Diagram		
Assumptions & Constraints		
Actor Inventory		
Context Diagram		
Business Requirements		
Business Requirements List		
Activity Diagram / Process Flow		
Use Case Inventory		
High Level Use Case		
Report Specification		
Non-Functional Requirements		
Requirements Traceability		

System Requirements		
Detailed Use Case Diagram		
Detailed Use Case with Mockups		
Detailed Activity Diagram / Process Flow		
State Diagram		
Logical Data Model		
Summary Assessment		
Overall Grade		
Comments		