



AI FOR BUSINESS ANALYSIS

Turn Information Into Insight. Turn Insight Into Action.
The SPS QuickStart Guide to Modernizing Business Analysis with AI.

TRADITIONAL BA



VS.

AI-ASSISTED BA



"Your expertise provides the judgment. AI provides additional capacity."



WHY AI MATTERS FOR BUSINESS ANALYSTS

- Reduce documentation time
- Improve requirement quality
- Surface gaps and assumptions
- Improve stakeholder interviews
- Accelerate process analysis
- Identify risks earlier
- Create more time for strategic work

AI'S ROLE IN BA

- Analysis Partner**
Organize information and explore possibilities.
- Second Set of Eyes**
Identify assumptions, contradictions, and risks.
- Documentation Assistant**
Create structured first drafts.
- Workflow Accelerator**
Reduce repetitive work across the BA process.

BUILD YOUR AI-ASSISTED BA TOOLKIT

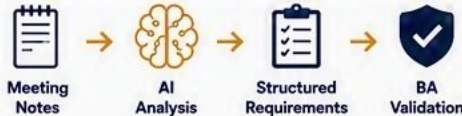
- ChatGPT**: Requirements, brainstorming, process analysis
- Claude**: Long documents and policies
- Perplexity**: Research and source-backed discovery
- Microsoft Copilot**: Microsoft 365 productivity workflows
- Excel + AI**: Data analysis and pattern discovery
- Canva**: Stakeholder-ready visuals and presentations

SPS PRINCIPLE

Don't collect AI tools.
Build an AI-enabled way of working.

AI-ASSISTED BA WORKFLOWS

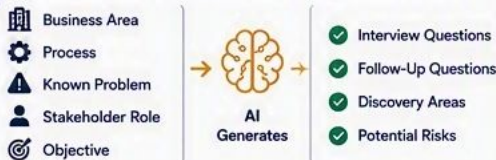
01 TURN MEETING NOTES INTO REQUIREMENTS



Ask AI to identify:

- Explicit requirements
- Implied requirements
- Business rules
- Decisions
- Assumptions
- Dependencies
- Open questions
- Contradictions
- Ambiguity

02 PREPARE BETTER STAKEHOLDER INTERVIEWS



03 FIND PROCESS IMPROVEMENT OPPORTUNITIES

- Look For:
- Waiting
 - Rework
 - Duplication
 - Manual Entry
 - Handoffs
 - Bottlenecks
 - Information Gaps

Ask: Which opportunities could be improved through process redesign, automation, AI, existing technology, or training?

04 MOVE FROM CURRENT STATE TO FUTURE STATE



SPS MINDSET



BA STRUCTURE FRAMEWORK



EIGHT QUICK WINS

- Notes → Requirements**
Extract requirements, assumptions, decisions, and questions.
- Stakeholder Prep**
Generate interview guides and discovery questions.
- Process Review**
Identify bottlenecks, rework, and manual activities.
- Gap Analysis**
Highlight differences between current and future state.
- User Stories**
Convert requirements into structured development artifacts.
- Data Analysis**
Find trends, outliers, and business questions worth pursuing.
- Second Set of Eyes**
Identify assumptions, missing requirements, and risks.
- Quality Review**
Challenge completed analysis before presenting it.

AI + BA QUALITY CHECK

- Accuracy – Is the information correct?
- Completeness – What might be missing?
- Assumptions – What did AI infer?
- Traceability – Can it be linked to sources?
- Validation – Has the right stakeholder confirmed it?
- Security – Was sensitive information handled appropriately?
- Business Value – Does it improve the outcome?
- Human Judgment – Is a qualified person making the final decision?

REMEMBER

AI can accelerate the work.
It cannot assume accountability for it.

YOUR FIRST AI-ASSISTED BA EXPERIMENT

Choose one repetitive task.
Ask: Can AI help me do it faster, better, or differently?



Document what changed.

FROM AI USE TO AI ADOPTION

- Identify a repetitive or frustrating task.
- Test whether AI can improve it.
- Measure the result.
- Refine the workflow.
- Connect it to the surrounding process.
- Identify the technology needed to make it repeatable.
- Establish the people, process, governance, and measurement needed to sustain it.

That's AI adoption. Not simply using AI once.
Building better ways of working with it.

THE SPS AI ADOPTION FORMULA



Don't automate chaos.
Understand the process first.

HAVE AN AI OPPORTUNITY?

SPS can help you turn it into action.

- AI Adoption
- Business Analysis
- Process Improvement
- Automation

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