Requisition ID:         INTI- 77624  
Role:   Data Analyst  
Estimated Start Date:   16-Apr-2018  
Estimated End Date:     31-Mar-2019  
Rate: $89.00 - $93.00

**Description:**•       Facilitate requirements gathering and validation workshops  
•       Develop and document project vision(s) and approach.  
•       Analyze and define business requirements for determining roles, relationships and data structures to meet business, security, privacy and operational requirements.  
•       Analyze and define data and information requirements needed to address business requirements for use by data modeler and architects responsible for developing logical and physical data models and/or analysis and design class models to meet business requirements.  
•       Work with business clients and technical teams on the design, development and implementation of business applications.  
•       Document, analyze and manage business requirements.  
•       Develop business cases.  
•       Produce deliverables within specified quality standards.  
•       Escalate issues and risks, as appropriate.  
•       Prepare and execute tasks in accordance with a defined project plan.  
•       Review and provide input on test strategies, plans, and test cases to ensure they adequately cover the defined business requirements.  
•       Execute tasks in accordance with control processes including schedule management, status reporting, issues, risks and change management at the project and/or program level.  
•       Attend necessary meetings to review schedule, status, issues, risk and change management.  
•       Support project team members in the analysis of issues.  
•       Prepare status reports, meeting minutes, change requests and other documents to management detailing tasks undertaken and timelines associated to the execution of those tasks.  
•       Obtain sign-off on the deliverables from the appropriate program/project sponsors.  
  
**Skills Matrix:**

A higher score is awarded in evaluation for demonstrated experience exceeding the minimum for ‘Desirable Skill and Attributes’

**Examination Requirements:**

In addition to the above matrix, the Resource may need to demonstrate their skills by successfully completing one or more examinations.  Exams may be used to validate mandatory skills or to assess the relative strength of discretionary skills.  
  
**Interviewing:**

Answers provided by candidates to questions posed during the interview phase of the selection process are used to validate claims made in the written response and therefore may contribute to the final scoring.

**References:**

The GoA may conduct reference checks of proposed candidates.  The GoA may contact references, including references other than those submitted by the proposed candidate.  The proposed candidate may be rejected if, in the opinion of the GoA, the proposed resource receives unsatisfactory references.  
  
-This role was not previously filled by a contractor.

**Skills Matrix DIRECTIONS:**

For **each** Mandatory Requirement and Desirable Skill or Attribute, unless otherwise requested, provide:

* The client work was performed for as well as the dates (month and year) and duration of the engagement
* A list of the project(s) and/or role(s) in which the candidate’s experience was obtained. Include a brief overview of the project/role and an achievement or result(s) specific to the requirement.
* A reference to the candidate’s resume where additional information pertaining to the requirement can be found.

The Resume MUST EQUAL the Matrix.

For example:

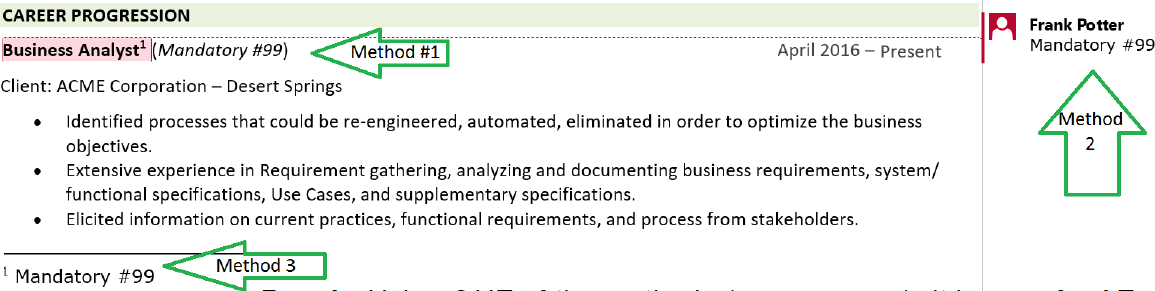
M98: Resource must have 1 year of project management experience

Matrix: ACME Corporation Solutions: Project Manager, September 2014 – August 2015 (1 year)

Resume: Business Analyst/Project Manager, ACME Corporation Solutions – September 2014 to July 2015 (11 months)

Result: Resume and the Matrix contain different information including dates, titles, etc. The resume does not detail that xx% was spent doing Project Manager versus yy% for Business Analyst functions.

Clearly Cross Reference Resource Experience in Their Resume with the Matrix.



Refer to the example responses below. Candidate responses should explicitly address the requirement and be structured as per the **Quality Response** table below. Avoid responses similar to those in the **Poor Responses** table.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  |  | | | **Quality Response** | |
| **Requirement** | | **Required Experience** | **Candidate Claimed Experience (years)** | | **Candidate Response \*\*** |
| **M1** | Experience managing a minimum of three projects for an organization of equivalent size and complexity to the Government of Alberta. | 3 projects | 3 projects | | Senior resource with 8 years of experience as a Senior Project Manager obtained from the following projects:  **ABC Company: DEF Project, Senior Project Manager, December 2011- December 2014 (3 years).**  Project 1   * Brief overview of the project/role and the project budget. * Achievement or results pertaining to the requirement. * Reference to candidate resume where additional information pertaining to the requirement can be found.   **XYZ Company: Senior Project Manager, November 2007-November 2011 (5 years).**  Project 1   * Brief overview of the project/role and the project budget. * Achievement or results pertaining to the requirement. * Reference to candidate resume where additional information pertaining to the requirement can be found.   Project 2   * Brief overview of the project/role and the project budget. * Achievement or results pertaining to the requirement. * Reference to candidate resume where additional information pertaining to the requirement can be found. |

|  | |  | | | Poor Responses |
| --- | --- | --- | --- | --- | --- |
| Requirement | | Required Experience | Candidate Claimed Experience (years) Experience (years)aimed Experience (years) | Candidate Response (Poor Responses – Risk Failure) | |
| M1 | Experience managing a minimum of three projects for an organization of equivalent size and complexity to the Government of Alberta. | 3 projects | 10 years | Senior resource with 10 years of experience. Company A: Mar.2011 to Jan. 2014 Company B: Nov 2001 to Feb. 2011 | |
| M1 | Experience managing a minimum of three projects for an organization of equivalent size and complexity to the Government of Alberta. | 3 projects | 300 months | 25 years as a project manager working on a variety of projects across several sectors. | |
| M1 | Experience managing a minimum of three projects for an organization of equivalent size and complexity to the Government of Alberta. | 3 projects |  | See E2 above. | |
| M1 | Experience managing a minimum of three projects for an organization of equivalent size and complexity to the Government of Alberta. | 3 projects | All projects | Refer to resume, pages 2, 3, 4, 5. | |

**Enter Skills Matrix here:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Mandatory Requirements** |  |  |  |
| **Description of Skill** | **Min Years of Experience** | **Candidate Claimed Experience (years) Experience** | **Candidate Response from Resume'** |
| M1 - The proposed resource must meet or exceed one of the following: - University graduation in CS, IT, business, management or a related discipline and 5-yr related experience; OR 2-yr diploma in CS, IT, business, management or a related discipline and 6-yr related experience; OR - a 1-yr certificate in CS, IT, business, management or a related discipline and 7-yr related experience; OR - 8-yr directly Senior Business Analyst related experience. | 5 |  |  |
| M2 - Must have designed and developed Entity Relationship Diagrams (data model design) for custom applications.   Please include references to your resume and work experience where this has been done. Also include examples of this work in the resume. | 5 |  |  |
| M3 - Experience working with business users in collecting Key Performance Measures and defining key Metrics and KPI’s.   Please describe the associated activities performed in the resume. | 4 |  |  |
| M4 - Profound understanding of Information Management technologies, software architecture, and life cycles.  Please describe your relevant knowledge and experiences in the resume. | 4 |  |  |
| M5 - Must have created and maintained source to target mappings information flow and data lineage documentation.  Please describe the activities performed in the resume. ALL tasks must be demonstrated. | 8 |  |  |
| M6 - Experience working as a Senior Business Analyst in a large-scale information management environment equivalent in size and complexity to the Government of Alberta | 8 |  |  |
| M7 - Experience eliciting requirements using interviews, document analysis, requirements workshops, surveys, site visits, business process descriptions, use cases, scenarios, business analysis, and business process modeling.  ALL MUST be described specifically in the resume. | 8 |  |  |
| M8 - Experience analyzing requirements for the development of application and reporting solutions. Please describe the associated activities performed in the resume | 8 |  |  |
| M9 - Indicate in the response column or the resume where the candidate has experience working closely with clients to assess and analyze their business needs, performing at least 4 of the following: - interviewing business clients - conducting impact analysis - collecting business requirements - plan, execute and facilitate change management - developing communication plans - developing vision documents | 8 |  |  |
| M10 - Experience leading and conducting JAD sessions. | 5 |  |  |
| M11 - Clearly indicate in the resume or the response column where the candidate has experience with projects spanning multiple technical environments including the following. - Microsoft SQL Server with applications based on .NET. - Microsoft SharePoint with .NET application integration. - Production Controlled environments using Team Foundation Server, with builds\deployment, both automated and manual.  All MUST be described specifically or you may be disqualified for missing one requirement. | 5 |  |  |
| M12 - Experience working with Microsoft SQL including developing and executing SQL statements Please describe the experience in the resume. | 5 |  |  |
| M13 - Must have designed and maintained data conversion specifications. Please describe the activities associated with data conversion specifications in the resume. | 5 |  |  |
| M14 - Available for an in-person interview in Edmonton. \*ENTER "VERIFIED" FOR YES, "NOT VERIFIED" FOR NO. | 0 |  |  |
| M15 - Resource must be available to write an ONLINE pre-qualification exam on March 14, 2018 between 9:00am - 1:00pm MT & must pass the exam to be considered for this requisition.  \*ENTER "VERIFIED" FOR YES, "NOT VERIFIED" FOR NO. - Vendor must provide candidate the exam document entitled "REQUISITION 77624 EXAM DOCUMENT" attached in the requisition under "Documents for Vendor" - The exam link AND complete instructions is provided in the exam document | 0 |  |  |
| M16 - Candidate has completed a response to the ER Diagram Question located under "Documents for Vendor". Response to the ER Diagram MUST be uploaded to "Submission Documents". Failure to provide a complete response to the ER Diagram question will result in the submission being declined for non-compliance. \*Select Verified for YES, Not Verified for NO. | 0 |  |  |

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| **Desirable Requirements** |  |  |  |
| **Description of Skill** | **Min Years of Experience** | **Candidate Claimed Experience (years) Experience** | **Candidate Response from Resume'** |
| D1 - Experience developing Business Cases or Business Case Summaries | 5 |  |  |
| D2 - Experience preparing Privacy Impact Assessment documents. | 5 |  |  |
| D3 - Experience in Business Process Reengineering | 5 |  |  |
| D4 - Experience developing test scripts and testing plans and performing system testing | 5 |  |  |
| D5 - Knowledge and experience with Data Marts and Star Schema’s | 3 |  |  |
| D6 - Experience with Microsoft Dynamics CRM | 2 |  |  |
| D7 - Excellent verbal and written communication skills and the ability to interact professionally with a diverse group, executives, managers, and subject matter experts. - Enter 0 - This is an EVALUATE IN INTERVIEW requirement | 1 |  |  |
| D8 - The ability to learn quickly, problem solve/troubleshoot, work independently and in a team. - Enter 0 - This is an EVALUATE IN INTERVIEW requirement | 1 |  |  |
| D9 - Experience with Information Technology Infrastructure Library (ITIL). | 3 |  |  |
| D10 - Experience developing and delivering training materials | 5 |  |  |
| D11 - The ability to: manage stress, manage conflict, communicate effectively (verbal and written) - Enter 0 - This is an EVALUATE IN INTERVIEW requirement | 1 |  |  |
| D12 - Do you have Canadian education (e.g. certificate, diploma or degree) or your foreign credentials certified by Immigration Canada, IQAS or any accreditation acceptable to the Government of Canada or Alberta?  \*Enter 1 for Yes and 0 for No.  Foreign credentials certification is only required if you get the job. All costs associated with IQAS certification are borne by the vendor and/or the resource. | 1 |  |  |

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| **REQUISITION 77624 EXAM DOCUMENT** |

**Requisition #:** 77624

**Requisition Name:** Advanced Education - Business Analyst (Advanced Education - Business Analyst (Business Analyst for the Information Management Program 2018-147-807)

**Ministry:** Advanced Education

One of the mandatory requirements for this requisition is a pre-qualifying examination. All instructions to complete this exam is provided in this document – please review the instructions carefully.

**The exam will occur on March 14, 2018 between 09:00 to 13:00 MT. The examination link is at the bottom of this document, and is only valid between this timeframe for 50 minutes.**

* NO EMAIL NOTIFICATIONS OR REMINDERS WILL BE SENT TO YOU OR THE CANDIDATE. It is the vendor’s responsibility to ensure that the candidate has a copy of this examination document and that the candidate follows the instructions listed here carefully.
* No accommodations will be made to reschedule the exam based on candidate’s availability.
* Candidates must receive a minimum grade of 60% in order to pass.

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| **Examination Instructions:** |

The examination is designed to test your knowledge of the following areas:

* English Language Proficiency: 32 questions in 32 minutes
* Written Communication: 4 questions in 4 minutes
* Reading Comprehension: 4 questions in 14 minutes

You must complete the examination within the allotted 50 minutes in a 4-hour window from 9:00 a.m. to 1:00 p.m. on March 14, 2018. For example, you can write exam from 9:00 – 9:50 a.m. or 12:10 p.m. – 1:00 p.m. based on your availability. After 1:00 p.m., you will not be able to access the examination as it will be closed. **Once the exam is completed, the result will be automatically sent to AE for evaluation.**

**Important Note: The total allotted time is 50 minutes. However, if you complete certain section, e.g. Section A earlier than the allotted time given, the time left in this section will NOT be added to the next section, e.g. Section B.**

The candidate will require:

* Access to a computer which has access to an internet connection to receive and return the examination.
* Chrome or Internet Explorer 11 only to work on the exam.

**DO NOT** use cell phone or tablet or any other electronic devices to take the examination. Once the test starts, please **do not** refresh the test page in between each test section.

|  |
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| **Integrity and Confidentiality:** |

This examination is meant to evaluate you as a candidate who has submitted for this requisition on the above skills.  You must complete the examination by yourself and without assistance.  This may be evaluated during the interviews through a series of questions. **Please DO NOT share the exam link or the document to anyone else other than the candidate. The exam is NOT used for an individual to practice and test the questions. If anyone who is not a candidate submitted for the requisition takes the exam, his/her score will be stored, flagged and applied on the application for any future requisitions.**

To write the examination, click on the link provided in the box below.

|  |
| --- |
| <https://test.interviewmocha.com/AuthenticateKey?id=48fb70da7e> |

Enter your Email address and click “Submit”. Once the test starts, please do not refresh the test page in between each test section.

**Reminder:** The exam link is only operational at these times and once you click on it you will ONLY have 50 minutes to complete. Prior to clicking on the examination, be sure to close all other windows on your computer. During the examination if you leave the examination window you will be automatically failed.

Failure to return the results from the examinations within the time will disqualify the applicant from being considered further. NO troubleshooting assistance will be provided for any kind of technical or system issues. Re-attempt of any examination will NOT be allowed for any reasons.

***ER Diagram Question***

Suppose you are given the following requirements for a simple database for the National

Hockey League (NHL):

the NHL has many teams,

each team has a name, a city, a coach, a captain, and a set of players,

each player belongs to only one team,

each player has a name, a position (such as *left wing* or *goalie*), a skill level, and a set

of injury records,

a team captain is also a player,

a game is played between two teams (referred to as host\_team and guest\_team) and

has a date (such as *May 11th, 1999*) and a score (such as *4 to 2*).

Construct a clean and concise ER diagram for the NHL database. List your assumptions and clearly indicate the cardinality mappings as well as any role indicators in your ER diagram.

**Resource References**

Three references, for whom similar work has been performed should be provided with response or must be provided within one (1) Business Day, upon written request. The most recent reference should be listed first.

Reference checks may or may not be completed to assist with scoring of the proposed resource.

The Department reserves the right to contact the stated and other references without providing prior notification to the Pre-Qualified Contractor.

**Reference #1:**

|  |  |
| --- | --- |
| Client Organization: |  |
| Contact Person: |  |
| Contact Role |  |
| Street Address: |  |
| Telephone #: |  |
| Email Address: |  |

**Reference #2:**

|  |  |
| --- | --- |
| Client Organization: |  |
| Contact Person: |  |
| Street Address: |  |
| Contact Role |  |
| Telephone #: |  |
| Email Address: |  |

**Reference #3:**

|  |  |
| --- | --- |
| Client Organization: |  |
| Contact Person: |  |
| Contact Role |  |
| Street Address: |  |
| Telephone #: |  |
| Email Address: |  |