

## **Planning Business Analyst for OCSS NASA**

### **Position Summary**

Banner Quality Management Inc. is filling a position for a planning business analyst. The best qualified person for this position will be responsible for gathering, documenting, planning, monitoring, and organizing information regarding strategic plans, roadmaps, roadmap items, roadmap reviews, and change requests within the Office of CyberSecurity Services (OCSS) at NASA.

### **Essential Functions**

- Execute processes for the OCSS and its Service Providers to:
  - Create monthly and quarterly reports of the status and factors impacting delivery of roadmap items
  - Change key information for roadmap items
  - Create, maintain, and revise roadmaps, project plans, and strategic plans
- Create documentation, such as procedures, SIPOC, RACI, process flows, descriptions, etc., for the processes listed above
- Gather information regarding roadmapping, project planning, and strategic planning from multiple stakeholders
- Assist stakeholders and process participants through processes listed above
- Create, gather, and manage performance management/metrics.
- Plan, lead, and facilitate discovery sessions with key stakeholders
- Create and maintain large amounts of documentation, both written and graphical
- Translate, simplify, analyze, and document requirements and information
- Create forms/templates for process and service owners to use
- Travel to client site, approximately 15% or less

### **Experience**

- Experience working with multiple groups of diverse stakeholders
- Experience with collecting information for use in roadmaps, project plans, and strategic plans
- Experience with collecting, compiling, and communicating status associated with projects, programs, and roadmaps
- Experience prioritizing requirements and creating conceptual prototypes and mock-ups
- Experience applying best practices for effective written and verbal communication and problem solving
- Experience in a highly matrixed organization
- Experience in Business Case development
- Modeling techniques and methods
- Proven analytical background
- 5 years related experience required

## **Skills**

- Ability to lead meetings and discovery sessions
- Ability to create a path, communicate the value, and convince others to follow it
- Ability to work with diverse groups of stakeholders throughout the US
- Ability to multi-task and organize
- Strong process adherence
- Positive, confident, self-motivated personality
- Independent and committed working style
- Strong sense of urgency, perseverance, and the creativity to overcome obstacles
- Results and detail-oriented to complete tasks
- Perform effectively in a team-oriented environment
- Good communication skills and social competency
- Business/technical writing skills
- Strong communication/interpersonal skills
- Advanced Excel and Visio skills

## **Education**

- Bachelor's degree required; significant amount of business and technology-related coursework preferred
- CAPM/PMP or business analyst certification preferred
- ITIL certification preferred

**To apply please submit a current resume and cover letter to:**

Banner Quality Management Inc.  
Human Resources  
[hr@bqmi.com](mailto:hr@bqmi.com)

*BQMI is an equal opportunity employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran or disability status.*

***Due to contract requirements, U.S. citizenship is required to obtain access to government facilities and systems.***