

IIBA Volunteer Opportunity Description

VOLUNTEER OPPORTUNITY	
IIBA Volunteer Opportunity:	Articles – Quick Tips & Best Practices
Term Start Date:	Ongoing – as articles are written
Term End Date:	Ongoing – closed when articles are published
SLT Sign off:	Paul Stapleton
Volunteer Reports to:	Paul Stapleton
Community URL	http://www.iiba.org/News-Events/Best-Practices-for-Better-Business-Analysis.aspx
Contact email:	Volunteer@IIBA.org
Posting Date	May 17, 2015
Time Commitment Required:	QT (creation) - 20 hours BP4BA (creation, editing) - 2 to 4 months
Travel Required:	No
OPPORTUNITY OVERVIEW	
<p>IIBA is offering opportunities for you to share and publish your tips, experience, and knowledge of business analysis.</p> <p>IIBA is seeking contributors to both Quick Tips and Best Practices for Better Business Analysis.</p> <p>Quick Tips are nuggets of knowledge that provide immediate, practical advice to business analysts. They are a short, frequently informal, exchange of information between business analyst professionals.</p> <p>Best Practices for Better Business Analysis articles provide techniques, thoughts, and experiences that have a direct and immediate impact on the reader's practice of business analysis. Best Practices for Better Business Analysis articles are more formal and reviewed by a panel of peers to prior to publication.</p> <p>Both Quick Tips and Best Practices for Better Business Analysis articles contribute to the knowledge base that supports both <i>A Guide to the Business Analysis Body of Knowledge® (BABOK® Guide)</i> and the global community of practice.</p>	
WORK INVOLVED	
<p>Quick Tips</p> <ul style="list-style-type: none"> • Develop one page QUICK TIP for practical business analysis best practices • Write a ~250 word Quick Tip within expected timelines • Review and respond to comments/responses for the posted QT (on iiba.org) made by the community • Time Commitment Required: Varies 	
<p>Best Practices for Better Business Analysis (BP4BBA)</p> <ul style="list-style-type: none"> • Develop one page proposal for practical business analysis best practices • If proposal is accepted. write a 3000 – 5000 word article under the theme Best Practices for Better Business Analysis within expected timelines • Review and respond to comments made by review committee • Active work experience as a Business Analyst • Time Commitment Required: Varies 	
BENEFITS OF THE POSITION TO IIBA	
<ul style="list-style-type: none"> • Content generation and active communication with membership 	
REQUIRED SKILLS & EDUCATION	
<ul style="list-style-type: none"> • Excellent writing skills • Able to meet timelines • Expert level of understanding for the subject matter • Able to accept constructive criticism 	

BENEFITS OF THE POSITION TO THE VOLUNTEER

- Published work shared with the Business Analysis community
- CDU's are granted for articles published

APPLICATION PROCESSES

If you are interested in helping to develop this area of IIBA®, please visit [this link](#) to submit your application. If this link does not work please copy and paste the following into your browser: http://www.formstack.com/forms/IIBA-volunteer_submission. Please ensure you indicate **Articles–Quick Tips & Best Practices** when asked what Volunteer Opportunity you are applying for. If you have any questions please contact: Volunteer@IIBA.org

IIBA VOLUNTEERS MUST MEET THE FOLLOWING REQUIREMENTS

- You are a **current** member of IIBA
- You are willing and able to devote time required to complete the initiative
- You have access to email, the internet, and a word processing program (compatible with Microsoft Word)
- You are willing and able to attend committee meetings, as scheduled, via conference call or in person
- You are willing to listen to the opinions and ideas of others, to share your own ideas and opinions, and to contribute to the work groups in an effort to reach consensus, as required
- You are willing to sign the
 - 1) IIBA Confidentiality Agreement
 - 2) IIBA Copyright Agreement
 - 3) IIBA Publication Agreement

