

# IIBA Quick Tips & Best Practice Articles Description

<b>VOLUNTEER OPPORTUNITY</b>	
IIBA Volunteer Opportunity:	<b>Articles – Quick Tips &amp; Best Practices</b>
Term Start Date:	<b>Ongoing – as articles are written</b>
Term End Date:	<b>Ongoing – closed when articles are published</b>
SLT Sign off:	<b>Ann Cain</b>
Volunteer Reports to:	<b>Ann Cain</b>
Contact email:	<b><a href="mailto:Volunteer@IIBA.org">Volunteer@IIBA.org</a></b>
Posting Date	<b>May 17, 2015 *updated Sept 2017</b>
Time Commitment Required:	<b>QT (creation) - 20 hours BP4BA (creation, editing) - 2 to 4 months</b>
Travel Required:	<b>No</b>
<b>OPPORTUNITY OVERVIEW</b>	
<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 <a href="#">Quick Tips</a> and <a href="#">Best Practices for Better Business Analysis</a>.</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</i>® (<i>BABOK</i>® <i>Guide</i>) and the global community of practice.</p>	
<b>WORK INVOLVED</b>	
<p><b>Quick Tips</b></p> <ul style="list-style-type: none"> <li>• Develop one-page QUICK TIP for practical business analysis best practices</li> <li>• Write a ~250-word Quick Tip within expected timelines</li> <li>• Review and respond to comments/responses for the posted QT (on iiba.org) made by the community</li> <li>• Time Commitment Required: Varies</li> </ul>	
<p><b>Best Practices for Better Business Analysis (BP4BBA)</b></p> <ul style="list-style-type: none"> <li>• Develop one-page proposal for practical business analysis best practices</li> <li>• If proposal is accepted. write a 3000 – 5000-word article under the theme Best Practices for Better Business Analysis within expected timelines</li> <li>• Review and respond to comments made by review committee</li> <li>• Active work experience as a Business Analyst</li> <li>• Time Commitment Required: Varies</li> </ul>	
<b>BENEFITS OF THE POSITION TO IIBA</b>	
<ul style="list-style-type: none"> <li>• Content generation and active communication with membership</li> </ul>	
<b>REQUIRED SKILLS &amp; EDUCATION</b>	
<ul style="list-style-type: none"> <li>• Excellent writing skills</li> </ul>	

- Able to meet timelines
- Expert level of understanding for the subject matter
- Able to accept constructive criticism
- Must have access to email, the internet, and Microsoft Office Suite

#### **BENEFITS OF THE POSITION TO THE VOLUNTEER**

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

#### **APPLICATION PROCESSES**

1. Complete the [IIBA Publication Application and Agreement](#)  
For this you will need:
  - Your IIBA Membership number ([Click here to find your ID](#))
  - Title and type of the content submittedEach manuscript or content contribution must have this form completed
2. Upload your supporting documents.  
You are provided the opportunity to upload supporting documentation on the IIBA Publication Application and Agreement.
  - For Quick Tips - upload the entire article
  - For Best Practices for Better Business Analysis – upload your one-page outline
3. The Editorial Advisory Committee will review your submission and contact you after the initial review.