



AI Business Analyst Webinar Workbook

An interactive workbook with better spacing, table readability, tool references, and examples of how AI improves BA work.

- Use during webinar, counselling, or workshop sessions
- Shows concrete differences between traditional BA work and AI-enabled BA work
- Helps participants identify their own next steps

Enhanced Enterprise Layout: This revised edition improves table cell wrapping, spacing between sections, and readability while keeping a polished CyberAscent-branded look.

Webinar Theme

How AI is changing the Business Analyst role—and how professionals can adapt to become more valuable, faster, and more strategic.

AI BA Tool Snapshot

Tool / Platform	How an AI Business Analyst Uses It Better
ChatGPT / OpenAI	Draft requirements faster, summarize calls, generate stakeholder questions, refine user stories, and brainstorm risks with better structure and speed.
Microsoft Copilot	Work inside Word, Excel, Teams, and PowerPoint to transform meeting notes into action items, concise summaries, and presentation-ready content.
Claude / Gemini	Process longer business context, compare options, rewrite complex language clearly, and produce polished analysis summaries.
Jira + Confluence	Convert raw needs into epics, stories, acceptance criteria, and structured documentation more consistently.
Miro / Lucidchart	Translate discovery notes into process maps, journeys, and workflow views faster and more clearly.
Excel / Google Sheets	Use AI-assisted categorization, summaries, pattern spotting, and formula support for requirements, defects, and UAT data.
Power BI / Tableau	Create business-facing insight views and decision-support dashboards more effectively.

Regular BA vs AI BA Reflection

Work Scenario	Regular BA	AI-Enabled BA
Meeting notes	Writes summaries manually after the meeting.	Turns rough notes into structured MoM, decisions, actions, and risks in minutes, then validates accuracy.
Requirement drafting	Starts from a blank page and structures content manually.	Uses AI to generate a strong first draft, then improves clarity, completeness, and business alignment.
User stories	Writes one by one manually.	Generates story options and BDD acceptance criteria faster, then refines the best output.
Stakeholder prep	Prepares questions from experience only.	Uses AI to create question banks, edge-case prompts, and risk probes before workshops.
Gap analysis	Performs comparisons manually.	Uses AI to structure current-state versus target-state analysis and surface hidden gaps faster.
Interview readiness	Practices generic questions.	Uses AI to simulate role-specific interviews, role-play follow-ups, and improve answers with feedback.

Write Your Own Examples

Where could AI save me time?

Which BA tasks still require strong human judgment?

What tools do I want to become more comfortable with?

Example Use Cases to Discuss

- Turning unstructured workshop notes into a polished summary
- Converting a feature idea into user stories and BDD acceptance criteria
- Preparing risk-based questions before a stakeholder discussion
- Drafting UAT scenarios and validating them with business context

30-Day Action Plan

Week	Action	Outcome
Week 1	Test 5 BA prompts in ChatGPT / Copilot.	Understand AI strengths, limitations, and output quality.
Week 2	Create one BRD section and one user story set.	Build practical documentation muscle and speed.
Week 3	Practice process and gap analysis.	Improve business thinking and structured analysis.
Week 4	Do mock interviews and resume refinement.	Increase job readiness and confidence.