

## Project Analyst

### ***Job Description***

Evisions, Inc. is seeking a Project Analyst with significant experience to join our team building world-class software products. This position will report to the VP of Product Development, and interface regularly with other departments including Product Management, Product Support, and others.

The Project Analyst will be responsible for eliciting, documenting, and maintaining software requirements for one or more concurrent application development projects using a variety of methods (mainly User Stories) following an iterative agile methodology. These requirements will typically come from stakeholders internal to the company. In this role the successful candidate will collaborate with the VP of Product Development, the Product Leader, others on the Product Development team, Product Management, and all cross-functional project team members to translate product requirements into functional requirements; documenting requirements in the format of user stories, use scenarios, and use cases. The material created will:

- Contain sufficient detail for developers to build out the project without additional planning
- Be a comprehensive inventory of all tasks required to complete the project

The Project Analyst works closely with software developers to ensure implementation consistent with requirements. In coordination with the Testing Lead, the Project Analyst will assist with the development and execution of detailed and thorough test plans and cases.

The ability to properly and clearly document requirements via User Stories requires effective communication, interpersonal, and organizational skills. Experience documenting and developing requirements using User Stories for one or more agile projects is highly desirable.

The successful candidate will:

- Possess excellent communication skills.
- Be organized and detail oriented.
- Be willing to learn on a daily basis.
- Be able to manage time effectively.
- Be able to collaborate with other departments in a professional manner on common projects.
- Be responsible for multiple projects/tasks demonstrating high levels of accountability.

### ***Responsibilities***

- Collect requirements using interviews, document analysis, survey results, business process descriptions, use cases, user stories, and client feedback.

- Write design specifications, user stories and acceptance criteria to be used by developers in developing applications and enhancements.
- Collaborate with development team to design new and enhanced system functionality.
- Provide ongoing interpretation and clarification of requirements to the development team.
- Assist the testing team in developing test cases from the requirements documentation.
- Analyze the results of system and integrated testing to ensure all business requirements are met.
- Identify and track system defects discovered while testing.
- Assist with the production of help documentation.
- Perform other related duties incidental to the work described herein. The above statements describe the general nature and level of work being performed by individuals assigned to this classification. This is not intended to be an exhaustive list of all responsibilities and duties required of personnel so classified.

### ***Education/Training***

Requires a BS in Computer Science, Information Systems, Business or other relevant subject area; two years additional experience in lieu of a degree.

### ***Experience***

Requires a minimum of two years' experience in business, systems analysis, or requirements gathering activities.

OR AN EQUIVALENT COMBINATION OF RELEVANT EDUCATION AND/OR EXPERIENCE

### ***Environment***

Evisions, Inc. is an industry leading software development firm headquartered in Irvine, CA. We service over 800 colleges and universities throughout the world and continue to show sustained growth by offering quality products and superior service. This position is a full-time position located in Irvine, CA. Evisions offers a comprehensive benefits package, competitive pay, an excellent working environment and clear advancement potential.

### ***Contact***

Please forward your cover letter and resume to:

[productdev@evisions.com](mailto:productdev@evisions.com)

Evisions, Inc. is an Equal Opportunity Employer.

