Remi Fadipe

Business Analyst

Contact

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Key Skills

- Agile Methodology(SCRUM)
- Business Requirements Engineering
- Stakeholder Management/Analysis
- Project Management (Strategy, Plan, Schedule & Budget)
- RAID Management
- Process Modelling and Process Mapping
- Business Process Improvement
- Change Readiness Assessment
- Change Resistance Management
- Walkthrough Sessions facilitation
- RFP Process Delivery
- ERP Implementation such as SAP
- Data Analysis, RACI Matrix, MOSCOW
- Manual Software Testing
- Employee Training Development
- UX Experience & Design Thinking
- Storytelling, Customer Journey
- Wireframes using Figma, MIRO and Balsamiq
- SharePoint, JIRA / Confluence, DevOps, Azure
- MS Office Suite (Word, Power Point, Visio, Project)

Profile

Analytical, Driven, and detail-oriented Project Professional with broad and deep experience in Business Analysis and Project Management with a proven track record of Project Lifecycle delivery across various sectors such as Energy, Ecommerce, Public Service, Telecoms and Healthcare within Agile, Waterfall, ITIL and PMP Methodologies and Frameworks.

Experience Summary

- **Duke Oil Incorporated Ltd (A subsidiary of NNPC** • Business Analyst • Mar2016 – Sept2022
- **Nigerian National Petroleum corporation** • Systems Business Analyst • Aug2012- Mar2016
- **Nigerian National Petroleum corporation** • Systems Business Analyst • Jan2010- July2012.

Education & Qualifications

- PMP• Certified
- CBAP • Certified
- CSM• Certified
- CSPO • Certified
- MBA • In View
- MSc Computer & Network Security • 2010
- BSc Computer Science • 2005
- ITIL

Scope for Excellence

• Project Management • Requirement Elicitation • Change Implementation and Management • Requirement Engineering • Solution Design & Implementation • Quality Assurance • Business process modelling & improvement • Stakeholder Management (Engagement & Assessment) • Team leadership • Technical support • Disciplined Agile

- Competent at writing a variety of detailed, accurate and clear technical material such as user and systems requirements
- Process Improvement Champion specialized in driving businesses from the "As Is" model through to the "To Be" state
- Skilled at solving problems by extracting, recalling, synthesizing, conceptualizing and applying ideas, processes and information
- Possesses excellent documentation skills to produce proposals, charters, business requirements, test plans and schedules
- Leading and implementing change objectives related to business processes and technology to drive efficiency.
- Documenting change processes, ensuring business and change readiness; and communicate change management policies
- Possesses the ability to quickly gain understanding of key business processes and respond to changes within the business environment
- Leading change adoption and alignment within the organization (Organization transition, capability transfer and training) and addressing resistance to change – Organizational change management
- Possesses the ability to prioritize issues and manage workload
- Competence in all processes across the Business Process Management Lifecycle (from Design to Optimization)
- Facilitating Transformation & Change Management plans for process redesign and technology stability within cross-functional teams, Documenting, validating and ensuring completeness of Change Requests (CR)
- Driving forward the support for new innovative future solutions and technologies and post-implementation reviews
- Highly proficient in using MS Office Suite (Excel, Word, Project, Power Point and Visio)
- Possesses the ability to incorporate new technology and create new solutions within a constantly changing technological and business environment;
- Proficient at communicating effectively, both written and verbal, with customers and team members
- Possesses the ability to work independently and lead a team to meet the needs of clients and co-workers and to build productive, positive work relationships.
- Possesses the ability to identify, document and solve complex business problems with accuracy
- Possesses good interpersonal relationship and able to provide excellent customer service.
- Experienced at independently interpret, comprehend and apply technical instructions and concepts to successfully acquire, install, modify, configure and maintain hardware and software components and administer network

Work History

Duke oil Incorporated Ltd (A Subsidiary of NNPC) • Business Analyst • March2016 –September2022

- Worked across multiple projects such as ERP implementation, process improvement, change management, software development
- Conducted hands on BA functions end to end on Project Lifecycle and Software Development Life Cycle (SDLC).
- Facilitated Requirements elicitation meetings, Design and Build Workshops in alignment with Project Plans
- Performed Business Relationship Management collaboration with Senior Managers across Business Lines & work streams
- Engaged with stakeholders at all levels including C-suite executives and external vendors
- Managed written communications between stakeholders and interval business units
- Conducted hands on BA functions end to end on Project Lifecycle and Software Development Life Cycle (SDLC).
- Conducted Requirement elicitation, performed documentation on Excel, BRD & JIRA, validation and sign-off.
- Mapped current business processes for the various business groups to identify gaps in the 'As Is' and develop business models using BPMN 2.0 to drive processes from the 'As Is' state to the 'To Be' state
- Performed detailed gap analysis, options analysis, value-stream analysis, cost benefit analysis to meet future state requirements
- Participated in the creation of request for proposals (RFP) and Request for Information RFI
- Assisted with the day-to-day management of operational functions of the Project Team, including preparation for meetings, reporting processes, and information flow
- Maintained content management and control processes and tools
- Conducted and managed vendor relationships, screened and selected vendors based on their RFP/RFI responses
- Developed Test Scenarios, Test Cases, Test Scripts and carried out UAT successfully
- facilitated project walkthrough such as business requirements gathering, design walkthrough, and implementation sessions
- Conducted user experience research and analysis to drive new product development
- Produced Requirements Traceability Matric (RTM) capturing hundreds of functional and non-functional specifications and tracking them through each stage of Design, Build and Testing to deployment.
- Responsible for understanding and documenting the Business Requirements Document (BRD).
- Delivered Process, Design and Build workshops involving multiple cross functional stakeholders.
- Designed and created Use Case diagrams to understand User Journeys. Write User Stories, Perform User Story Mapping and document UML using MS Visio.

Nigerian National Petroleum Corporation(NNPC) • Business Systems Analyst • August 2012 – March2016

- Responsible for Requirements Engineering (elicited, analysed, validated, documented and managed Business Requirements, System and Functional Requirements). Elicited requirements using various methods – interview, workshops, document analysis etc.
- Produced Business Cases to justify new initiatives and Change Requests (CR)
- Led and implemented change initiatives to drive business process improvement.
- Evaluated and documented business processes and procedures.
- Identified change impacts on People, Process and Technology, planned Business Readiness, Training and Communications with key Stakeholders and End Users.
- Responsible for Business Process reengineering and improvement. Created Future State Business Processes aligned with Target Operating Model. Reporting change to both internal and external management teams
- Worked closely with product owners to define the product vision, create product roadmaps, grooming of Product Backlogs. Captured and managed User Stories and Use Cases.
- Worked closely with the Development, Testing, Delivery and Support Teams to ensure the Functional and Non-functional Requirements are interpreted and developed to meet Quality Assurance Standards.
- Performed detailed Gap Analysis by initiating Gap Assessment workshops with End Users, Suppliers and developers, documenting the enhancement measure needed to meet the Future State requirements.
- Supported Scrum Master to protect Development Team from external distractions, removed impediments and blockers, resolve team conflicts therefore maintain focus on backlogs, iterations and timely shipping.
- Supported and work with the Product Owner to create roadmaps, Define, Refine, Prioritise and Maintain Backlogs, using objective measures of value to determine priorities.
- Managing resistance to change and conducting post-implementation reviews, investigating issues arising out of change implementation

Alok Resources Ltd (*ERP Solutions Consulting Company***) • Systems Analyst • Jan2010 – July2012**

- Actively participated in the SAP implementation program in NNPC starting from initial Preparation to Post Go-live. A multi-million-dollar project that has to do with complete changes to the corporation's entire business processes. A full implementation cycle.
- Installation of SAP Systems (DEV, QAS and PRD) on UNIX and Windows to show visuals of the proposed solution, thereby improving feedback from stakeholders by 30%.
- Created users, roles and authorization on SAP ERP using SAP t-codes, thereby increasing usability and enhancing procurement process by 25%.
- Documented business processes and procedures including Installation documentations using SAP Solution Manager.
- Designing SAP client strategies to demonstrate interactions and exchange of data between clients using Microsoft Visio.
- Performing continuous System Monitoring and check by evaluating instance logs and using SAP Solution Manager for better performance.
- Open connections like R/3, HTTP and WTS using SAP Tcode OSS1 to connect to SAP Global for incident management and early watch alert for performance report, used in improving the system performance by 10%.
- Risk and Issues Management - identified project risks, owners, mitigation, captured RAID and documented all for trackability and control.
- Worked with the team to ensure appropriate levels of detail (including Acceptance Criteria) exists and is documented for all stories at each stage of the process
- Participate in internal and customer end to end user groups to improve the efficiency of future deliveries and business processes. Worked closely with senior and mid-level managers, and technical experts to develop innovative solutions.
- Drive continuous improvements to quality and efficiency of change management process