



BA AS A SERVICE (BAAAS)

Service Definition Document



Service Overview

Business Analyst as a Service (BAaaS) provides flexible, outcome-focused access to experienced Business Analysts to support organisations delivering change within complex, regulated, and resource-constrained environments. The service is designed to align with public sector and G-Cloud expectations, offering transparent, scalable, and easily consumable analytical capability without long-term commitment.

BAaaS supports clients across early discovery and problem definition, option shaping and requirements definition, delivery and implementation support, and transition into business-as-usual, helping clarify problems, shape options, define requirements, and support delivery. Analysts integrate seamlessly with client teams, suppliers, and assurance bodies, focusing on enabling informed decision-making and reducing delivery risk.

BAaaS vs Permanent

BAaaS provides a practical alternative to permanent recruitment, particularly where demand is variable, time-bound, or requires specific experience.

Key differences include:

- Speed: Analysts can be mobilised within days rather than months
- Flexibility: Scale support up or down without long-term employment commitment
- Reduced overhead: No recruitment, onboarding, or ongoing employment costs
- Breadth of experience: Access to analysts experienced across multiple organisations and delivery contexts
- Independence: Objective challenge and clarity, supporting better decision-making

BAaaS is well suited to early discovery and problem definition, transformation programmes, and delivery environments where analytical demand fluctuates over time.

Service Description

Under BAaaS, Speculo Consulting provides suitably skilled Business Analysts on an on-demand or retained basis. Analysts can be mobilised quickly and scaled up or down as priorities change. The service can be used standalone or alongside wider Transformation-as-a-Service offerings.

- The service emphasises:
- Clear problem definition and scope control
- Strong stakeholder engagement and facilitation
- Traceable, proportionate requirements
- Alignment between business need, policy intent, and delivery capability

In Scope Activities

Typical activities include:

- Discovery and problem definition
- Stakeholder mapping, engagement, and facilitation
- Requirements elicitation, analysis, validation, and traceability
- Process mapping and service design support
- Options appraisal and business case support
- Support to procurement and supplier engagement
- Delivery support including backlog refinement and UAT
- Change impact assessment and transition planning

Activities are tailored to each engagement and confirmed at onboarding.

Out of Scope

Unless explicitly agreed, the following are out of scope:

- Solution build or development
- Programme or project management ownership
- Formal assurance or audit sign-off
- Legal, financial, or procurement authority



These can be supported through adjacent services if required.

Deliverables

Deliverables are agreed proportionately based on engagement objectives and may include:

- Problem statements and discovery summaries
- Stakeholder maps and engagement inputs
- Business and functional requirements
- User stories and acceptance criteria
- Process maps (as-is / to-be)
- Options appraisal and decision papers
- Change impact assessments

Client templates are used where provided; otherwise, Speculo Consulting standards are applied.

Service Model

- **Ad-hoc support:** Short-term or task-based analysis
- **Retained service:** A fixed allocation of BA days per month
- **Embedded resource:** A BA integrated within a client delivery team

Roles and Responsibilities

Speculo Consulting:

- Provide appropriately skilled Business Analysts
- Maintain service continuity and quality
- Provide light-touch service oversight and reporting

Client:

- Provide access to stakeholders, information, and systems
- Set priorities and decision-making authority
- Review and approve outputs in a timely manner

Onboarding and Transition

- Confirmation of objectives, scope, and priorities
- Alignment to governance and ways of working
- Access, security, and onboarding arrangements
- Agreement of reporting and cadence

Mobilisation is designed to be rapid, typically within days.

Management and Reporting

Service management is proportionate and aligned to G-Cloud expectations, and may include:

- Regular progress updates
- Activity and utilisation reporting
- Risk, issue, and dependency tracking
- Alignment to programme or portfolio governance

Key Benefits

- Rapid access to experienced Business Analysts
- Flexible consumption aligned to demand
- Reduced recruitment and onboarding overhead
- Clear, traceable, and proportionate analysis
- Improved delivery confidence and outcomes

Pricing and Commercial Model

Pricing is based on transparent rate cards and may include:

- Daily rates
- Retained monthly capacity
- Blended role models where appropriate

All pricing is agreed in advance and aligned to G-Cloud principles.

Testimonials

Available on request.



Suitable Clients and Use Cases

BAaaS is well suited to:

- Public sector and arm's-length bodies
- Organisations delivering digital or service transformation
- Programmes with fluctuating demand for analysis capability
- Early-stage discovery and option shaping
- Delivery environments requiring rapid mobilisation