**BA Exposure Part-2**

1. **Need vs Requirement**

A need is a problem or opportunity that needs a solution to improve the organization current situation. This is highlevel problem or opportunity.

Requirement defines what specifications the solution must have and how the solution must function.

Non IT example: Need for water bottle for lecture during class

Requirement: Specific features like quantity , brand from which location are explained.

1. **Programmer vs Developer**

Programmers are resources who have only coding Knowledge.

Developers are people who have both coding and domain knowledge.

1. **UAT**

User acceptance testing: It is done in client side after all other testing are completed. It is done before deployment. It is done by client with the support of IT team. Any bugs raised are solved before deployment.

1. **Role of BA in project based and product based companies**

Project based: Understand the client industry

 Understand the client requirements

Product based: Understand the product domain

 Understand the product features

 Find where the product fits in the domain

 Understand customer requirements

 Customize the product as per customer requirements

1. **Roles and responsibilities of BA**

 Roles: As a analyser: Analyse the requirements

 As a Contributor : Document everything

 As a facilitator: Drive all conversations

 Responsibilities: Identify/Manage stakeholders

 Gather requirements

 Analyse the requirements

 Model requirements

 Communicate the requirements

 Track the requirements

 Handle change requests

 Facilitate UAT

 Product backlog

 Requirement documentation

1. **How do you handle change requests**

 Schedule a meeting and discuss all changes

 Document the changes

 Do impact analysis(Functional analysis and technical analysis)

 Prepare impact analysis report

 Do estimation effort

 Schedule a call and discuss the impact

 Ask them direction to proceed

1. **Thomas killman technique**

Here we will assess the stakeholder in 2 cases (co-operative and assertive)

High co-operative, High assertive---Colloborate

High co-operative, low assertive---Accomodate

Low co-operative, High assertive---Competition

Low co-operative, Low assertive---Avoid

Mid co-operative, Mid assertive---Compromise

BA should try to drag the stakeholder to collaborative stage or can be in compromise or accommodate.

If stake holder lies in Avoid or competition then project may fail and we must not go live

1. **Agile ceremonies**

Pre-sprint: Sprint planning meeting: Which user stories to work on in next sprint

 During the sprint: Daily review: What is done yesterday, What is going to be done today, Any issues and how did you overcome

 After the sprint: Sprint review: Explaining to the client about how the development has been done and how the sprint is taken forward.

 Sprint retrospective: Internal meeting: Internal feedback about each resource is shared. It is input to next sprint planning meeting

 **9.Types of servers**

Development server, Production server, UAT

 Only development server is in the IT company side.

Development Server: Documentation

 Technology

 Documentation: Public

 Protected

 Technology: Code

 Test

 Data base

1. **BV CP**

BV: Business value: It is how much value that user story is creating to business . It is given by client. It is measured in currency notes

CP: Critical path: It is how much effort that user story is required to be done. It is given by development team. It is measured in Fibonacci series.

1. **Use case**

It describes how the customer or end user interacts with the system to achieve a particular goal. It clearly defines in-scope functionality in the form of boundary.

Actors are represented outside the boundary. Functionality is represented inside the boundary.

1. **Use case spec(Contents)**

Use case ID

Use case Name

Description

Actor

Pre-condition

Post-Condition

Actual flow

Alternate flow

Exception flow

Assumptions

Limitations

1. **User story document**

User story

User story Statement(Who,What.why)Role, requirement,reason

Acceptance criteria(BDD Theory, GWT—Given when then)

1. **DOD DOR**

For a user story to enter into a sprint there is a criteria to be met . If the criteria is fulfilled then it is sais User story has met definition of readiness.

For a user story to enter out of a sprint there is a criteria to be met . If the criteria is fulfilled then it is sais User story has met definition of done.

1. **Business case doc(Contents)**

 Why this project is initiated?

 What is the problem / situation?

 How many problems can be over come with this project?

 How many resources are required?

 How much organizational change is required to implement this project?

 How much time frame is required to get ROI?

 How to identify stakeholders?

1. **BRD(Contents)**

Document approvals

 Document versions

 RACI chart for this document

Codes used in RACI chart

 Business goal

Business objective

Business rule

Background

Project scope

In scope functionality

Out scope functionality

Assumptions

Constraints

Risk

Business process overview AS\_IS, TO-BE

Business requirements

Appendices:

List of acronyms

Glossary of terms

Related documents

1. **List of requirement elicitation techniques**

Brainstorming

Focus groups

Interface analysis

Document analysis

Joint application development

Requirement workshop

Interview

Survey/Questionaree

Observation

Interview

Process mapping

Prototyping

1. **Risk**

The difference between the actual work and work to be done is called risk.

It can be described as any uncertain event that can effect the success or failure of project.

Initially we need to identify the risk that is called risk identification

For this you can conduct meeting with stakeholders forecast future

Once you identified the risk you have to go for risk analysis

Risk can be analysed as high medium and low

After analysisng you will plan how to respond to risk

We can respond in 4 ways

Avoid: Identify causes and work on it

Accept: Accept risk as it is

Mitigate: Reduce the risk from high to medium to low by working on causes

Transfer: Transfer risk to other third party

Some other types:

Risk appetite: It means how much risk company can take. Small company small risk, Large company large risk.

Residual risk: Risk once happened that cannot be taken back. Example : Loosing hope on client by BA

1. **Audit**

Inspection of work with respect to progress and quality

Audit is done according to rules set by IT company, Or business organization or according to rules set during project agreement.

BA has to focus on quality of work and updating the progress to client and maintaining proper documentation

Audit team will come with a situation and may ask how did you handle, what is the result?

BA have to explain the situation , What task has been established, What actions have been taken, What result have been obtained, He need to show MOM document, who approved these actions and all related requirements.

1. **Test case, test scenario**
2. **Skills and core competencies of Business analyst**

**Skills**: Good listening

 Understanding beyond what is told

 Good communication

 Analytical skills

 Self motivated

 Multitasking

 Process oriented

 Presentation

**Core competencies OF BA**

Communication

Creativity

Critical thinking

Business knowledge

Research

Learning

Decision making