Question no 1. Identify Business Process Model for Online Agriculture Store – (Goal, Inputs, Resources, Outputs, Activities, Value created to the end Customer)

Answer :

**1.Goal :**

To facilitate farmers in remote areas by providing an online platform where they can purchase fertilizer ,seeds,and pesticides directly from manfacturers ensuring easy access ,fair pricing and timely delivery.

**2.Inputs:**

* Farmer needs : requirements for fertilizers,seeds,and pesticides
* Manfactures product details : Information on available products ,prices and stock levels.
* Order request: Farmers placing an order through platfrom
* Logistic information:shipping and delivery details required.
* Payment information : online payment processing or cash on delivery payment.

**3.Resources :**

* **Technology stack :** web/mobile application ,cloud storage,payment gateway ,database.
* **Human resources :**
* **Development team:** jave developer, network admin,Db admin,testers.
* **Business team :** Ba(you) ,project manager, delivery head,stakeholder.
* **Logistics team :** delivery partner and transport goods.
* **Financial resources :** 2 crore budget from soony under csr initiative.
* **Infrastructure :** server hosting ,security system ,api integration.

**4.Output :**

* **Online agriculture platfrom** (web/mobile app )
* **Order management system (**order placement ,tracking and order history)
* **Inventory management for manfacturers.**
* **Delivery tracking system.**
* **Payment processing system.**
* **Reports and analytics (**sales ,trends demand forcasting,sustomer feedback

**5.Activities:**

* **Farmers Registartaion and login :** Farmers create account and login credentials.
* **Product listing by manfacturers :** manfacture upload product details.
* **Browsing and search :** Farmers explore and filter the product details.
* **Order placement :** Farmers select and place the order.
* **Payment processing :** Online payment or cash on delivery.
* **Order fulfillment and logistics :** orders are packed and shipped.
* **Delivery and confirmation:** Farmer receive the product and confirm the delivery.
* **Feedback and support:** Farmers can give feedback and get customer support.

**6.Values created to end users:**

* **Easy Accessibility :** Farmers can order from anywhere or anytime.
* **Cost savings:** Competitive pricing by eliminating the middleman.
* **Time Efficiency :** No need to travel to cities for buying the product.
* **Better crop yield:** Timely access the fertilizer,seeds and pesticides
* **Trust and transparency :** Direct dealing with manufacturers ensure product quality.

**2.** **Mr Karthik is doing SWOT analysis before he accepts this project. What Aspects he Should consider as Strengths, as Weaknesses, as Opportunity and as Threats.**

Answer:

1.Strengths :

a. Strong Financial Backing: 2 crore inr budget from soony under csr initiative ensure stable funding.

b.Clear business needs : The project solves a real world problem faced by farmers making it socially impactful.

c. Experienced talent pool : API IT solution has killed developers ,tester,network/database administrators.

d. Direct stakeholder involvement : Farmers (peter,keven,ben) provide realtime feedback and reducing a requirements gap.

e. Scalablity potential: The platform can expand to include more agriculture product ,services,or even b2b model.

2. **Weaknesses :**

**a.**Limited Experience in Agri -tech domin.

b. High complexity in logistics.

c.User adoption challenges.

d.Risk of scoop creep.

e.Security and payment issue.

3. **Opportunities (External Factors – Growth & Expansion Possibilities)**

a.Expanding rural digitalization- Government intitative like digital india encourage digital solution for farmers.

b. Potential partnership – Collabriation with logistics companies , banks, and government agriculture program.

c. Future market expension:Platform can later offer advisory services,crop insurance.

d.Brand Recogintation: Successful implementation will enhance API IT solutions reputation agri tech solutions.

e.Data driven insights: Analyzing farmers purchase trends can help improve agriculture supply chain.

4. Threats (External factors – Risk and uncontrollable challenges)

a.Internet accessibility issue: poor network connectivity in remote area may effect adoption.

b.Regulatory and compliance risk : Need to comply with agricultural product regulation and ecommerece law.

c. competitive market : Other agri tech startup or established e commerece platform may enter space.

d. farmer trust issue: farmers may hesitate to shift from traditional buing method to online platform.

e. Supply chain disruption : Weather conditions, strikes, or raw material shortage may delay product availability.

3. Mr Karthik is trying to do feasibility study on doing this project in Technology (Java), Please help him with points (HW SW Trained Resources Budget Time frame) to consider in feasibility Study.

Answer :

1. Hardware requirements:

* Servers: Requried for hosting the application and large data
* Production environment : High performance server for scalability and availability
* Development and testing environment: Separate server for development and QA
* Database server: For managing the product details,farmers details ,transaction and inventory.
* Network enfrastructure: Ensure fast and secure connectivity for accessing the application remotely.
* Backup system : regular data backup for disaster receovery.
* End user devices: Farmrs may access the application on mobile device,mobile friendly interface.

1. Software requirements:

* Programming language: Java
* Frameworks:Spring boot for backend development,hibernet for orm and react /angular for frontend.
* Database : MYSQL or postgresql for data storage
* Application server:Apache tomcat for deploying java developer.
* Security tools : Secure payment processing,data encryption,and protection from cyber threats
* Testing tools :Selenium for automated testing.
* Cloud services : AWS,azure,or google cloud for scalability and data storage.

1. Trained Resources :

* Project manager :Mr vandanam
* Java developers :Ms.juhi (senior developer) and four other developers for backend and frontend.
* Database administrator : Mr.Mike to manage network connectivity and server configuration.
* Tester:mr.jason and ms alekya for quality assurance and testing.
* Business analayst : you (together requirement ,manage stakeholder and ensure smooth communication)

1. Additional training consideration :

* Developers may need training in spring boot , cloud integration and security best practices if they lack experience

1. Budget:

* Total budget: rs 2 crore inr(fixed by soony )
* Breakdown consideration :development cost , hardware and infrastructure ,testing and quality assurance ,maintaince and support.
* Ensure that the project stays within budget by closely monitoring resource allocation and potential

1. Time frame:

* Duration (18 months ) already defined.
* Project milestones to define:

1. Requreiment gathering and analysis
2. Design phase 2 months
3. Development phase 8 months
4. Testing and qa 3 months
5. development and user testing :1 month
6. post lunch support :2 months

4. Mr Karthik must submit Gap Analysis to Mr Henry to convince to initiate this project. What points

(compare AS-IS existing process with TO-BE future Process) to showcase in the GAP Analysis

Answer:1. Procurement of agriculture product

As-IS process

* farmers procure fertilizer,seeds,pesticides manually by visting nerby towns.
* Limited availability and high transporation costs.
* No direct connection manfactures ,reliance on intermederians leads to increase prices.
* Lack of information about product quality and availableity.

To-be process:

* Farmers can purchase fertilizer through a mobile app/web.
* Access to a wider range of products at competitive prices
* Direct communication with manufacturers
* Convient home delivery reduce time and transportation cost.
* Product details and review available for better decision making

2.communications and support :

AS-IS process:

* No direct communication channel between farmers and manufacturers
* Farmers depends on local vendors for product information and support.
* Delay in obtaining the light product due to lack of real time information

To- Be process:

* Integrated communication system for farmers and manfactures via application.
* Real time product availability and update.
* Customer support built into application forfaster resolution of issue.

3. record keeping and transactions:

AS-IS process:

* Manual record keeping and cash transactions
* High chances of error and difficult tracking of expenses
* No centralized data for analyzing purchasing patterns or improving business.

To be process:

* Digital recors for all transactions
* Secure online payments with detailes transactions history.
* Easier tracking and management of orders.

5.user experience and accessibility

As-IS process:

* Time consuming and physical demanding and procurement process.
* Lack of centralized platform for agriculture related purchase.
* Limited access to information on new products and technologies

To be process :

* User friendly online platform with easy navigation for new users.
* Multilingual support for regional languages and improve accessibility
* Farmers can receive update on new products and best practices in farming.

6.efficiency and timeliness:

As-IS process:

* Delay in obtaining essential supplies ,especially during peak farming season.
* Unpredictable delibvery times due to manual process.

To be process:

* Faster procurement and delivery through a organized logistics network
* Real time order tracking for farmers
* Improved planning and preparation for farmers on seasons.

5. List down different risk factors that may be involved (BA Risks And process/Project Risks)

Answer: 1. BA risks:

* Incomplete or inaccurate requirements .- stakeholder may not provide clear or complete requirements
* Stakeholder misalignment- lack of engagement and delay feedback from key stakeholders
* Changing business requirements- evolving needs may impact toe scoop ,causing network and delays
* Technology misfist- the chosen technology may not fully meets the business needs or scalability requirements.
* Lack of domain knowledge- limited understanding of agricultural domain and rural challenges may lead to incorrect assumptions
* User adoption risk- farmers may find it challenging to adopt the application due to limited technical skills or internet connectivity.
* Legal and regulatory compliance risks- missing compliance with agricultural and ecommerece reulation may cause legel issues.

2. Process/ project risks :

* Project scoop creap- adding unplanned features without proper evaluation may impact the timeline and budget.
* Budget overrun: mismanagement of resource cost training or infarstracture requirements
* Timeline delays – unforeseen delay in development,testing or feedback cycles.
* Resources risk – unavailability of key teammembers,lack of skilled resources in java.
* Technical risks- system integration issues,performance ,data security.
* Infrastructure risks – server downtime ,data lose risk without proper backup
* Quality risks- insufficient testing may result in bugs ,poor user experience.
* Third party dependency risks- dependency on third party server for payment gateway ,logistics ,cloud services.
* Post lunch support risks- delay in resolving user issues after application lunch.

1. Perform stakeholder analysis (RACI Matrix) to find out the key stakeholders who can take Decisions and Who are the influencers

Answers :

RACI matrix

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Tas/activity | Responsible (r) | Responsible {a} | Consulated(c) | Informed(I) |
| Project approval and budgeting | Mr.henry | Mr. henry | Mr.pandu(finance head)mr kartik delivery head | Peter,kelvin,ben |
| Requriment gathering and analysis | BA | Mr.karthik | Peter kevin ben(farmers),mr dooku,(project coordinator) | Mr.henry development team |
| Feasibility study (technical and financial) | Mr.Karthik | Mr.pandu | Network admin(mike),Db admin(john),developed(juhi) | Mr.Henry |
| System design and architecture | Senior java developer | Mr.vandaman(project manager) | BA(you),DB admin (john) | Developers network admin |
| Development and integration | Java developers | Senior java developers | Network admin ,DB admin | Project manager |
| Testing and quality assurance | Testers (Jason) | Project manager (vandanam) | BA | Developemtn team |
| Development and rollout | Network admin | Project manager (vandaman) | Farmers | Mr.dooku |

Explanation of roles :

1.Responsible (r) – Those who excute the task or activity.

2.Accountable (A)-The person ultimately accountable for the task’s success.

3.consulated(c)- Key individuals consulated for feedback and input.

4.Informed (I) – people who need to be informed of progress and decisions.

Key stakeholders and their roles:

* MR.Henry (decision -maker and sponsor):Approved the project scoop,budget,and key milestone.
* Mr.Pandu(Finance head):Ensure budget allocation and financial feasibility.
* Mr.Karthik (delivery head):Overseas project execution and coordinates with the team.
* Business analyst(you):facilaties requirement gathering ,analysis,stakeholder,communication,and risk management
* Farmers(pater,kevin,ben):Act as infulencer ,providing critical insight into real world problem validating the solution.
* Development team (juhi,teyson):responsible for designing and building the application.
* Tester(Jason):Ensure the application meets quality standards before deployment.
* Mr.dooku(project coordinator): Helps align the project with business objectivies and resolve conflicts.

7.Help Mr Karthik to prepare a business case document

Answer:

1.executive summery:

This business case outline needs for an online agriculture product store to help the farmers in remote areas procure essential farming product suc as pesticides,fertlizers directly from manfactures.This platform will enable the communication between farmers and suppliers ,improving the accessibility ,reducing procurement challenges and enhcing the overall agriculture ecosystem.

The project is proposed under 2 cre budget and estimated 18 months.

2.Business problems:

Currently farmers in remote areas face several challenges in procuring essential farming products

* difficult in accessing fertilizer,seeds,pesticides due to limited supply chain infrastructure
* High dependency on intermediate ,resulting in increase cost and delay in delivering
* Lack of direct communication between farmers and suppliers leading to inefficiencies.
* No digital platform to simplify the procurement for farmers.

3.proppsed solutions:

The online agriculture product store will be in web and mobile applications designed to bridge the gap between farmers and suppliers.

Key Features:

* Direct communication between farmers and manfactures.
* Easy browsing and ordering fertlizers,seeds and pesticides.
* Secure online payment option and order tracking.
* Multilingual support for user friendliness.
* Role based access for manfactures farmers and administrators

4.Technology stack:

* Backend: java
* Database:MYsql
* Frontend: Reach js ,react native for mobile
* Cloud hosting : aws,azure

5.strategic alignment :

The project aligns with the following business objectives

* CSR initiatives :Empowering rural communities and improving agricultural practices
* Digital transformation : Promoting the adoption of digital solution in the agricultural sector.
* Market expansion: Creating a marketplace for manufactures to reach untapped market.

6.Benfit analysis :

|  |  |
| --- | --- |
| category | details |
| 1.economics benfits | Increased farmers income through affordable procurement ,reduced costs |
| Operational benefits | Improved supply chain efficency |

|  |  |
| --- | --- |
| Social benfits | Enhances rural development and promates fair trade practice |
| Technological benfits | Promotes digital literacy among rural population |

7.Risk analysis:

|  |  |
| --- | --- |
| Risk | Mitagation strategy |
| Adoption challanges | Conduct training session for farmers |
| Infrastructure issue in rural areas | Ensure lighweight application design with offline support |
| Budget overrun | Regular project review and resource planning |
| Data security | Implement advanced and secure hosting services |

1. Project plan :

|  |  |  |
| --- | --- | --- |
| Phase | Timeline | Deliverables |
| Requirement analysis | 2 months | Business requirement document |
| System design | 2 months | System architecture Document |
| Development | 8 months | Application (web and mobile) |
| Testing | 3 months | Test reports,UAT |
| Deployment | 1 month | Live application |
| Post lunch support | 2 months | User feedback and maintenance |

9.Cost breakdown:

|  |  |
| --- | --- |
| category | Estimated cost (INR) |
| Development | 1,00,00,000 |
| Testing | 30,00,000 |
| Infrastructure | 40,00,000 |
| Training and support | 20,00,000 |
|  |  |
|  |  |

10.conclusion : the online agriculture product store is a strategic initiative that address a critical need in the agriculture sector. By empowering farmers with direct access essential.products the platform will help to improve the productivity and economic well being while promoting digital tramsforamtionin rural india.

11. Approval :

|  |  |  |
| --- | --- | --- |
| Name | Role | signature |
| Mr.henry | Project sponser |  |
| Mr.pandu | Financial head |  |
| Mr.Dooku | Project coordinator |  |

8 . The Committee of Mr. Henry , Mr Pandu , and Mr Dooku and Mr Karthik are having a discussion on project development Approach.

Mr Karthik explained to Mr. Henry about SDLC. And four methodologies like Sequential Iterative

Evolutionary and Agile. Please share your thoughts and clarity on Methodologies

Answers:

SDLC(Software development life cycle) is a process used for planning ,developing testing deploying software applications it consist of 6 key phases

1.requriments analysis

2.System design

3.Development

4.Testing

5.Deplyoment

6.maintenance

1. Sequential methodology (waterwall model)

Description : A linear and step by step by approach where each phase is completed before moving to next

Best for : Well defined,stable projects with clear requirements

Advantages :

* Easy to manage and understand
* Suitable for projects with fixed requirements and no frequents changes.
* Clear documentation at every stages

Disadvantages

* Not flexible to changes once the project is in development
* High risks if requreiments change in midway
* Late discovery of issues

Iterative methodology :

Description: Development done in repeated cycle each iteration results in a working version of the application.

Best for : large projects where requirements may evolve over time.

Advantages:

* Early delivery of partial working system
* Easier to manage risk through continuous feedback.
* Scoop for improvement after each iteration

Disadvantages:

* Requires significant planning and coordination
* Can become resource intensive if not properly managed

Evolutionary methodology (protyping or spiral model)

Description : combines iterative development with risk management prototypes are created and refined until a final product is developed

Best for: Complex projects with high risks and evolving requirements

Advantages:

* continuous feedback ensure the product meets expectations
* reduce risks with every cycle
* Well suited for research heavy projects

Disadvantages:

* Can be time consuming and costly
* Difficult to manage if the scoop is not well defined

Agile methodology:

Description: A flexible adaptive approach that emphasizes incremental delivery ,collaboration and continuous feedback,it follows farmwork like scrum ,kanban,and extreme programming

Best for : Projects with frequently changing requirements and focus on customer satisfaction

Advantages:

* High flexible and adaptive change.
* Encourages coloration between stakeholder and the development team
* Delivers functional software quickly

Disadvantages:

* Requries experience team strong communication
* Difficult to predict costs timeline in early stages.
* Less emphasis on documentation

Which methodology to choose :

* Waterfall : use if project has well defined and stable requirements
* Iterative :use for large projects where feedback and improvement are needed frequently
* Evolutionary : ideal for high risk projectswith unknow requirements at the start
* Agile : best for dynamic projects with evolving requirements and a need for frequent releases.

1. They discussed models in SDLC like waterfall RUP Spiral and Scrum . You put forth your understanding on these models When the APT IT SOLUTIONS company got the project to make this online agriculture product store, there is a difference of opinion between a couple of SMEs and the project team regarding which methodology would be more suitable for this project. SMEs are stressing on using the V model and the project team is leaning more onto the side of waterfall model. As a business analyst, which methodology do you think would be better for this project?

Answers: 1. Waterfall model:

* Sequential model:Each phases (requreiment ,design,development ,testing ,deployment ) must be completed before moving to next step
* Best for : projects with well defined and stable requirements
* Advantages: simple and easy to manage ,clear documentation and well structured process.
* Disadvantages:not flexible any changes in requirements after development start can lead to costly revision.Testing is done after development ,which may result in late detection of defects

1. V model (verification and validation):

* Extension of waterfall model :It emphasizes validation and verification at every phase .For each development phase ,there is a corresponding testing stage.
* Best for : projects with critical quality requirement for healthcare ,aerospace or banking system.
* Advanatages: early detection of defects through continuous testing ensure,high quality and well suitable for projects with clearly defined requreiments.
* Disadvantages: Not flexible for evolving requirements ,costly if changes are needed later.

1. RUP (rational unified process):

* Itertive model :Development happens in multiple iterations (inceptions,elaboration,construction,trainstion)it allows for refinement in each iteration
* Best for : complex projects where requirements may evolve.
* Advantages: Risk is managed early ,continuous integration, and user feedback after each iterations.
* Disadvantages: can be resource intensive, requires experienced team , and need strong documentation

1. Scrum (agile framework):

* Agile process: focuses on iterative development ,delivering functional components in short sprints.
* Best for : projets with evolving requirements and a focus on user satisfaction
* Advantages : high flexibility , continuous feedback, faster delivery of working software, and greater collaboration between teams and stakeholders.
* Disadvantages: difficult to predict costs and timelines early on , requires strong communication and experienced teams.

Recommendations for online agriculture project :

* Give the nature of the project : Where requirements may evolve based on user feedback and external factors ,the waterfall model and v model is rigid.
* SME preference for v model : Is understandable if their primary concern quality and ensuring through testing ,but this can slow the project and make it harder to adapt the changes.
* The project team preference for the waterfall model: reflect it simplicity and structure nature ,but it also has the same drawbacks as v model in terms of flexibility

The ideal approach :

* To balance the project needs :
* Use scrum (agile) for development process to ensure flexibility and frequent delivery of working components.
* Incorporate iterative testing principles from the v model to ensure quality in each sprints
* Prioritize continuous feedback from smes,farmers ,and companies to refine the application at every stage.

1. 20Write down the differences between waterfall model and V model.

Answers:

|  |  |  |
| --- | --- | --- |
| Aspects | Waterfall model | V model (verification and validation) |
| Process structure | Linear and sequential | Sequential but with a corresponding testing phase for each development phase |
| Testing phase | Happens after the development phase is completed | Testing is planned and performed in parallel with development phase |
| Focus | Focus is on completing the development process | Focus is on quality and defect prevention through continuous testing |
| Flexiblity | Rigid and less adtable to changes | More focused on ensuring early quality ,but still rigid regarding requirement changes |
| Risk identification | Risks are identified late in development process | Risks are identified early through continuous verification and validation |
| Best suitable for | Simple well defined projects with stableease ofrequirements | Critical projects where quality is crucial ,such as healthcare or banking systment |
| Cost of changes | High especially in later stages | Slightly lower since defects are caught early ,but still costly for requirement changes |
| Documentation | Extensive and required at every phase | Even more documentation required due to verification at each step |
| Delivery of product | Delivered only at the end | Product is not delivered until entire development and validation process is complete |
| Ease of use | Easier to manage small products | More complex due to simultaneous development and testing activities |
| Example scenarios | Construction projects, where all steps must be planned and executed in order | Medical devices ,avionics ,or financial system requiring high reliability and traceability |
|  |  |  |

1. As a BA, state your reason for choosing one model for this project

Answers: As a BA for this project is to use agile scrum model combined with iterative development for the following reason:

* Evolving requirements:The agriculture product store involves multiple stakeholder (farmers,companies,and SMEs)and their requirements may change based on real world feedback during development ,agile allows for quick adaption to these changes.
* User centric approach: Farmers and manufactures are new to this platform ,so regular feedback from users at each sprints will help ensure the platform meet their expectations
* Frequent deliverables: Agile delivers functional features in short (2-4 weeks) enabling early access to core functionalities like product browsing, order management and payment integration.
* Risk mitigation : Continuous development and testing in agile ensure that defects are caught early ,reducing the risk of major issues at later stages.
* Collaborative environment:Agile promates collaboration between project team,stakeholder,and end user ,ensuring the product is aligned with business.

1. The Committee of Mr. Henry, Mr Pandu, and Mr Dooku discussed with Mr Karthik and finalised on the V Model approach (RG, RA, Design, D1, T1, D2, T2, D3, T3, D4, T4 and UAT) Mr Vandanam is mapped as a PM to this project. He studies this Project and Prepares a Gantt chart with V Model (RG, RA, Design, D1, T1, D2, T2, D3, T3, D4, T4 and UAT) as development process and the Resources are PM, BA, Java Developers, testers, DB Admin, NW Admin.

Answers : To create a gantt chart for the project using the v model let’s break down the stages and allocate resources accordingly:

* RG: requirement gathering
* RA: Requirement analysis
* Design (System design and detailed design)
* D1,T1 :Development phase 1 and testing phase 1
* D2,t2:Development phase 2 and testing phase 2
* D3,t3 : development phase 3 and testing phase 3
* D4,t4 : Development phase 4 and testing phase 4
* UAT :user acceptance testing.

Resource mapping :

* PM (project manager) :overall project management ,timeliness, coordination
* BA(Business analyst) :requirement gathering ,documentation, stakeholder communication
* Java developers: core application development (D1 to D4)
* Testers: Unit testing, integration testing ,UAT
* DB admin : data base design , configuration and maintenance
* Network admin : network setup and ensuring secure and smooth connectivity.

1. Explain the difference between Fixed Bid and Billing projects

Answers :

|  |  |  |
| --- | --- | --- |
| Aspects | Fixed bid project | Billling (time and material )project |
| Definition | Project is delivered at a fixed ,agreed upon price regardless of actual time or resources spend | Billing is based on actual time and resources used for project |
| Cost | Fixed and predefined cost agreed at the start | Variable cost based on hours worked and resources used |
| Risk | Higher risk for the service provide (if there are scope changes are delay) | Risk is shared ,client bears the cost of additional time or scope expansion |
| Flexibility | Less flexible scoop changes can lead to renegotiation | High flexible changes can be easily accommodated |
| Budget control | Client has full control over budget no surprises | Client budget may fluctuate depends upon budget needs |
| Best suited for | Well defined projects with clear requirement | Evolving projects with unclear or changes requirements |
| Example scenarios | Building a website with fixed features | Software development where requirements evolve frequently |
| Billing method | Fixed payment millstone based on deliverables | Hourly or daily billings based on time spent and resources used |
| Scoop management | Scoop is locked once agreed ,changes required a formal change request process | Scopp can evolve continuously with ongoing discussions and approvals |

1. Preparer Timesheets of a BA in various stages of SDLC

Answers : ➢ Design Timesheet of a BA

Estimated hours per week :40 hours)

|  |  |
| --- | --- |
| Task Description | Estimated hours (per week) |
| Review business requirement (ensure clarity and completeness of BRD/SRS) | 5-6 hours |
| Work with UI/UX Designers (provide inputs for wireframes,mockups ,and user flows | 6-8 hours |
| Review functional design documents (FDD) validate design aligns with requirements | 6-7 hours |
| Create use case and process flow (details user journey and business processes) | 5-6 hours |
| Coordinate with developers and architects (clarify functional needs and ensure feasibility) | 4-6 hours |
| Review technical feasibility with team(Address design constraints and validate technical alignment | 3-4 hours |
| Stakeholder review meeting(conduct discussion with business and technical teams | 4-5 hours |
| Update documents and address feedback (modify fdd, update requirements ,incorporate review feedback | 3-4 hours |

➢ Development Timesheet of a BA

|  |  |
| --- | --- |
| Task description | Estimated hours per week |
| Clarifying requirements for developers (assist developers with requirements ,resolve doubts and clarify scope | 6-8 hours |
| Change request management(handle requirements changes ,asses impact and update documents | 5-7 hours |
| Review development progress(ensure requirements are implemented correctly conduct walkthrough) | 5-6 hours |
| Work with db and network team (assist in data mapping ,API integration and connectivity requirements | 4-5 hours |
| Participate in stand up meetings(daily and weekly sync up with the development team) | 3-4 hours |
| Update functional documents (modify BRD/SRS based on development insights create supporting documents | 3-4 hours |
| Assist in unit testing and developer testing (validate initial output identify gaps) | 5-6 hours |
| Stakeholder and SME communication (coordinate between developers and business users resolve conflicts | 4-5 hours |
|  |  |

➢ Testing Timesheet of a BA

|  |  |
| --- | --- |
| Task description | Estimated hours per week |
| Review and validate test case (ensure test case align with business requirements and scenarios) | 6-8 hours |
| Support QA team in testing execution (clarify doubts ,assist in functional validation | 5-6 hours |
| Analyze and prioritize defects (work with developers and testers to triage defects | 5-6 hours |
| Conduct UAT (user acceptance testing )facilitate testing with end users ,document feedback ) | 6-8 hours |
| Track defects and ensure fixes (coordinate with developers to resolve issue quickly ) | 4-5 hours |
| Update requirements documents (modify BRD / SRS based on testing insights) | 3-4 hours |
| Participate in daily testing standup (sync up with testers and developers on progress ) | 3-4 hours |
| Communicate test results to stakeholder(provide update to project manager and business users ) | 3-4 hours |

➢ UAT Timesheet of a BA

|  |  |
| --- | --- |
| Task description | Estimated hours |
| Prepare UAT test scenarios and test cases (define real world business use case UAT) | 6-8 hours |
| Coordinate with business uses SME (schedule UAT sessions train users on testing process ) | 5-7 hours |
| Monitor UAT execution (ensure test case are excuted as planned assists user in testing ) | 6-8 hours) |
| Log and track UAT defects (document issue ,coordinate with developers for fixes | 5-6 hours |
| Review and validate fixes with user(confirms bug fixes and retest functionality | 4-5 hours |
| Update UAT test reports(summarize results ,highlight key findings for stakeholder | 3-4 hours |
| Participate in daily UAT standup (provide update ,discuss blockers align on next steps | 3-4 hours |
| Obtain UAT signoff from stakeholder(ensure business users approve system readiness | 3-4 hours |
|  |  |

➢ Deployment n Implementation Timesheet of a BA

|  |  |
| --- | --- |
| Task description | Estimated hours |
| Coordinate development activates (works with IT,Devops and stakeholder to ensure smooth development | 6-8 hours |
| Support data migration and integration testing (assist in validating migrated data integration | 5-7 hours |
| Prepare and update users manual and training material(development training develop FAQ system guides | 4-6 hours |
| Conduct end users training session(orginze workshop or walkthrough for users | 5-7 hours |
| Monitor system post go live (track performance ,ensure no major defects in production | 4-5 hours |
| Handle post implementation issue and support (log and resolve defects assist helpdesk team) | 4-5 hours |
| Facilitate go live sign off (ensure busines stakeholder approve readiness | 3-4 hours |
| Provide final reports and documentation (summarize deployment results ,lessons learned) | 3-4 hours |