CAPSTONE PROJECT -3 PART 2

**Q.1.What is the difference between brainstorming and JAD sessions?**

**Brain storming:**

|  |  |
| --- | --- |
| **Brain storming** | **JAD** |
| Brain storming technique contain group of stakeholders to give deep thought about particular topic.This technique basically useful in developing new ideas | JAD is conducted by bringing stakeholder and developer together at same place. JAD provide high accurate level of requirement. Though JAD are connected for different types of purpose in SDLC JAD is mostly conducted in two ways, one is as eliciting technique and second is to clarify development teams doubts. |
| group discussion among stakeholders to collect ideas to include the relevant requirements | The session conduct among selected stakeholders (business client and system developer) to get more refined requirements |
| Brainstorming can be either individually or in groups. The ideas collected can then be reviewed/analyzed and where relevant included within the system requirements. | JAD technique is an extended, facilitated workshop. It involves collaboration between stakeholders and systems analysts to identify needs or requirements in a concentrated and focused effort |
| Brain storming techniques last for about 2-3 hours  | JAD sessions last for about 2-3 days |
| brain storming covers all of the mentioned subjects | JAD covers technology used for the development |

**Q.2.why document analysis is one of the compulsory techniques we use in a project? Justify**

Document analysis is one of the compulsory elicitation techniques for any project.

Documentation of the system could provide lot of information which may include interface details, user manuals and software vendor manuals. It would be easy to transfer lot of information to a new system requirements documents.

We have documentation about the current system which could provide some of the input for the new system requirements. Such documentation could include interface details, user manuals and software vendor manuals.

Could be a lot of information and easy to transfer to a new system requirements document.

Document analysis is important for gathering techniques, evaluating the documentation of a present system can assist when making AS-IS process documents and also when driving the gap analysis for scoping of the migration projects.

**Q.3.In which context we will use Reverse Engineering?**

Reverse engineering is a process that is designed to extract enough data from a product and then to be able to reproduce that product.

It may involve moving to creating a product from scratch or from pre-developed components. It can be applied to any product to determine how the components are put together and how it works.

Reverse engineering is a useful design and development technique with many potential applications. However it is always important to get legal advice prior to conducting reverse engineering exercises and doubly so, if you intend the outputs of reverse engineering to become commercially available, there is no single process across industries for reverse engineering it is simply a process by which you take an end product and deduce how it is made and works.

**Q.4.what is the difference between brainstorming and focus groups?**

|  |  |  |
| --- | --- | --- |
|  | **Brainstorming**  | **Focus Group** |
| **purpose** | To generate the ideas | To improve existing ideas |
| **Trigger**  | A need to solve a problem | A need to study an existing ideas for solution |
| **condition** | Problem exist | Ideas, solution or process exist |
| **Number of participants** | 6-8 | 6-12 |
| **Participant types** | heterogeneous | Can be homogeneous or heterogeneous |
| **Person running the show** | Facilitator  | Skilled moderator |
| **Knowledge of topic of discussion** | Not necessary | In depth knowledge of topic of discussion |
| **Guide**  | Develop criteria for evaluating and rating ideas | Create a discussion guide and moderator scripts |
| **Ground rules** | Must have | Nice to have |
| **Duration**  | Restrict time to produce ideas 1-2 hrs | 1-2 hrs and sometimes over several days |
| **Type of questions to ask** | It is progressive, closed-ended to generate and build on ideas | Can be open-ended to generate qualitative data or closed-ended to generate quantitative data |
| **Observers**  | No  | Yes  |
| **Result**  | List of ideas are combined to form themes | Reports of findings could beBullet list of information learnedComparative analysis between the solutionSummary of response collected for each question |

**Q.5.Observation technique-explain both active and passive approaches?**

Business analyst use observation techniques to gather information by watching and understanding workplace activities.

It is used to identify needs and opportunities, understand business processes, create performance standards, assess solution performance, and facilitate training and development.

Observation of activities or job shadowing is the act of studying a work activity as it is being performed. It can be performed in either the users work environment or in recreated test environment.

They are two approaches for observation and they are:

**Active/noticeable:**

While observing an activity the observer can ask any questions as they occur. Despite this interruption to the workflow, the observer can quickly understand the reasoning and any undocumented processes within the activity.

**Passive/unnoticeable:**

In this approach, the observer does not interrupt the work while the user is performing the work activity, any questions would be asked once the observation is over.

This allows a natural flow of events to be observed without interference by the observer, as well as the measurement of the time and quality of work.

**Q.6.How do you conduct the requirements workshop**

This is a structured meeting with the specific goal of capturing requirements. It is used to define, prioritize and hopefully finalize requirements for the new initiative that you’re working on.

Requirements workshops typically last between one and a few days. They should also be a highly focused event that is let by a seasoned facilitator.

Some benefits and disadvantages of the requirements workshops are identified:

|  |  |
| --- | --- |
| **Benefits**  | **Disadvantages**  |
| * Get to a set of meaningful started requirements in a short, intensive session.
* Having the right stakeholders involved that will allow for a much easier buy-in.
* Requirements are considered, discussed and understood before going to final approvals.
 | * There can be a lot of time, coordination and finances required
* Getting the right resources in the same room, at the same time with the proper authority to speak on the subject matter.
* You may have to run several workshops
 |

First we need to prepare, conduct and follow up

**Prepare:**

* Clarify initial scope and identify key stakeholder involvement
* Define the workshops agenda, schedule the session and coordinate logistics.
* Determine appropriate session tools, templates and outputs.
* Conduct pre-workshop interviews, job shadowing, document reviews, surveys or benchmarking studies
* Send material in advance

**Conduct:**

* Reviewing the goals, agenda and ground rules for the meeting
* Maintain a professional and objectives
* Elicit, analyze and document requirements using agreed tools and templates.
* Occasionally validate the activities with the workshops started objectivities to stay on track
* Ensure all stakeholders are heard and obtain consensus on conflicting views

**Follow up:**

* Follow up on any open action items.
* Distribute completed documentation it to appropriate stakeholders.
* Schedule final walkthrough with the intent of gaining approval.

**Q.7.In which context, interview technique can be conducted by BA? How many approaches are there in conducting interviews? (structure-unstructured) explain them. Explain the difference between open ended questions and closed ended questions**

Interview technique can be used to verify the facts, clarify ambiguity, trigger enthusiasm, engage end users, identify requirements and the opinions and ideas, it is used to get more information from the people in an formal or informal setting by asking questions and documenting the responses.

In involves direct communication with the individuals or group of people who are part of an initiative.

**There are two basic types of interviews they are:**

**Structured interview:**

In which the interviewer has the predefined set of questions. It is a structured way of interview.

**Unstructured interview:**

In which the interviewer does not have the predetermined set of questions and it amy vary based on the stakeholder responses and interactions.

**Open ended questions:**

Open ended questions are those that provide respondents with a question prompt and provide them a space in which to construct their own response

**Closed-ended questions:**

Often the answer is a single word (yes or no) or less commonly a short phrase. You are not looking for an explanation or an elaboration to the question in the answer given to the question.

**Q.8.Questionaire technique- where we will use? Give one example**

A questionnaire is a research instrument that consists that consists of a set of questions or other types of prompts that aims to collect information from a respondent.

A research questionnaire is typically a mix of close-ended questions and open-ended questions.

Open-ended, long-form questions offer the respondent the ability to elaborate on their thoughts. The data collected from a data collection questionnaire can be both qualitative as well as quantitative in nature.

 A questionnaire may or may not be delivered in the form of a survey, but a survey always consists of a questionnaire.

A survey or questionnaire is used to elicit business analysis information including information about the customers, products, work practices and attitudes from a group of people in a structured way and in relatively short period of time.

Surveys are the preferred elicitation technique when faced with a large number of stakeholders or when stakeholders are geographically dispersed and you need gather the same information from them.

**Examples:**

1. How satisfied are you with the overall product selection at store?
* Very satisfied
* Satisfied
* Neutral
* Dissatisfied
1. How easy to find the products you are looking for in the store?
* Very easy
* Moderate
* Difficulty
* Very difficulty

**Q.9. How to sort the requirements-where we will use? Give one example?**

When all the requirements are gathered there are chances of redundancy in those requirements so basically all the scattered requirements are put together and the repetition of requirements are removed which is known as sorting of requirements, the process for sorting is:

* Identification of requirements
* Dividing the identified requirements into functional and non functional requirements
* If identified requirements are similar then they are put together and removed.

We will sort the requirements in two ways such as functional and non functional requirements.

**Functional requirements:** functional requirement define the specific behavior or functions of the system.

Examples:

User authentication data input/output, transaction processing, audit tracking, business rules

**Non functional requirements:**

It specifies how the system performs its tasks, focusing on attributes like performance, scalability and usability

Examples:

Flexibility, storage, cost, configuration, performance

**Q.10.Prioritise the requirements- where we will use? Give one example**

Large software systems have a few hundred to thousands of requirements. Neither are all requirements equal nor do the implementation teams have resources to implement all the documented requirements. There are several constraints such as limited resources, budgetary constraints, time crunch, feasibility, etc.,

This brings in the need to prioritize requirements.

Most customers on their part have a reasonable idea of what they need and what they want. But during requirements elicitation the customer provides the Business Analyst (BA) with all the requirements that he feels will make his work easier.

The customer is not working on his part, BA needs to understand the needs of the business to prioritize the requirements.

Most requirements are interdependent and you will hardly find any requirement that exists independently. To understand why we need a dependency map, let us make a scenario where you have 8 requirements X,Y,Z,PQ,R,MO and N with priorities, on a 5-level scale where 1 is most critical and 5 least critical as, 1,2,1,4,5,1,2,2,3. So with these priorities it would be, logical to begin with requirements X, Z and R

MoSCoW- This is prioritization technique, it is one of the more widely used techniques for its simplicity and ease of use. The letters of word MoSCoW stand for must, should, could and won’t.

Must have –these are features that must be included before the product can be launched.

Should have- features are not critical for the launch, but are considered to be important and of a high value to the user.

Could have- features that are nice to have and could potentially be included without incurring too much effort or cost

Won’t have- are features that have been requested but are explicitly excluded from scope for the planned duration, may be included in a future phase of development.

MoSCoW method works better than the numeric rating system as it is much easier for the stakeholders to rate the requirements as Must, Should, Could or Would

**Must:**

Requirement that has to be satisfied for the final solution to be acceptable

E.g.: The HR system must store employee leave history.

**SHOULD (S):**

This is high priority requirement that should be included if possible within the delivery time frame. Work around may be available for such requirements and they are not usually considered as time-critical or must-haves

E.g.: The HR system should allow printing of leave letters.

**COULD(C):**

This is a desirable or nice to have requirements (time and resources permitting)but the solution will still be accepted if the functionality is not included

E.g. the HR system could send out notifications on pending leave dates.

**WON’T or WOULD (W):**

This represents a requirement that stakeholders want to have, but have agreed will not be implemented in the current version of the system.

That is, they have decided it will be postponed till the next round of development

E.g.: The HR system won’t support remote access but may dos so in the next release

**Q.11. Weekly status reporting-how we will drive?**

A weekly status report, also known as a weekly check-in, is a communication tool that project managers use to keep tabs on their employees work experiences. While a team lead can do a weekly status report in person, it’s easier to do it in online.

A weekly status report is a complete overview of your week at work, covering projects you’ve completed, ones that are still in progress and upcoming plans for the future.

A weekly status report is a complete overview of your week at work, covering projects you’ve completed, ones that are still in progress and upcoming plans for future.

A weekly report is a review of your workweek and provides a summary of what you completed, what projects are in progress and plans that outline your workflow for the next week.

Typically, weekly reports are brief and concise and only one page long.

Most professionals send weekly reports on Friday afternoons to establish consistent communication with team members and supervisors.

Additionally, a weekly report can benefit both you and your employer by providing insight into important aspects of the work you complete

**Project management weekly status report**

|  |
| --- |
| Completed items |
| Project  | Task  | Team members  | Estimation  | Notes  |
| Name  | Done  | 6 | Hours | Findings  |
| Name  | Done  | 6 | Hours | Findings  |
| In progress |
| Project  | Task  | Team members  | Estimation  | Notes  |
| Name  | Done  | 6 | Hours | Findings |
| Name  | Done  | 6 | Hours | Findings |
| Assigned but not started |
| Project  | Task  | Team members  | Estimation  | Notes  |
| Name  | Done  | 6 | Hours | Findings |
| Name  | Done  | 6 | Hours | Findings |

**Q.12. Meeting minute document-prepare one sample**

Minutes to create an official record of the actions taken at meetings

Minutes serve to both memorialize the actions taken for those attending the meeting as well as for those who were unable to attend the meeting.

Meeting minutes are notes that are recorded during a meeting.

They highlight the key issues that are discussed, motions proposed or voted on, and activities to be undertaken.

**MEETING AGENDA**

|  |  |
| --- | --- |
| Meeting/project name: | Sprint review meeting |
| Date of meeting: (MM/DD/YYYY) | 23-02-2025 | Time: | 09:30 |
| Meeting Facilitator: | Business Analyst | Location: | Hyderabad |

|  |
| --- |
| 1. Meeting objectives
 |
| 1.discussion status of sprints2.discuss progress report of project3. Discuss about impediments if any.4.Suggest Solutions |

|  |
| --- |
| 2.Attendees |
| Name | Department/Division | E-mail | Phone  |
| Harsha  | Development Team | Harsha@gmail.com | 99\*\*\*\*\*\*\*\* |
| Rajesh  | Technical Team | Rajesh@gmail.com | 98\*\*\*\*\*\*\*\* |
| Rohit  | Business Analyst | Rohit@gmail.com | 79\*\*\*\*\*\*\*\* |

|  |  |  |
| --- | --- | --- |
| 3.Meeting Agenda |  |  |
| Topic  | Owner  | Time  |
| Decision about the actions n sprints  | Development team | 10:00 |
| Decision on WIP items | Development team | 10:00 |

**Q.13.Change tracker-document-prepare one sample**

The role of BA in change request is very important as the change requests differ in number and complexity across business projects and may come in before, during or after implementation of a solution.

Below are the steps to follow:

* Understand the reason for the change
* Understand the impact of the change
* Understand the effort required to implement the change
* Ensure that the change request follows the predetermined approval process

|  |
| --- |
| Change log template |
| Project name |  |
| Project manager |  |
| Program manager |  |

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Change no. | Type  | Description  | Date identified | status | Priority  | Assigned  | Expected resolution | Activities  | Impact  | Date of work begins | Explanation required | Date of work resolved |
| 1 | product | Not responding to buttons | 11/10/2024 | open | critical | Karan | One week | Troubleshoot and implement solution | Scope | 11/11/2024 | yes | 11/12/2024 |
| 2 | product | Color should be blue | 11/11/2024 | Work in progress | critical | Harish | One week | Add new color to product | Schedule | 11/12/2024 | No  | 11/13/2024 |
| 3 | product | Add volume button | 11/12/2024 | closed | high | Rajesh  | One week | Design , implement and test | Schedule  | 11/13/2024 | No  | 11/14/2024 |
| 4 | Team  | Replace dial numbers | 11/13/2024 | Late  | medium | killdeer | One week | Call HR | Resources  | 11/14/2024 | No  | 11/15/2024 |
| 5 | Other | Resources shift | 11/14/2024 | combined | low | Krishna | One week | Call HR | Resources  | 11/15/2024 | No  | 11/16/2024 |

**Q.14.Difference between Traditional Development Model and Agile Development Models**

**Traditional model:**

* Use to develop simple software
* In this testing is done once the development phase is totally completed
* It provides less security
* It provides less functionality in the software
* It supports fixed development model
* Development cost is less
* It consists of five phases
* Expectation is favored in the traditional model
* Product delivered at the end of the project
* It is rigid to accept the change

Models based on traditional software development-spiral, waterfall, V model, Incremental model.

Traditional project management focuses on the linear approach. In the agile world, this project management approach is often known as the waterfall approach?

In the traditional method, all the project phases are completed in sequential order. This rigid, top-down approach contains some fixed stages, such as plan, design, build, testing, user acceptance, deployment, release, etc, unlike agile traditional project management plans everything beforehand and not empirically.

In this approach, requirements are fixed and budget and time get agreed on earlier.

For this reason, teams often face budget and timeline problems with this approach. You can’t use traditional project management to develop complex products, as this approach leaves no room for changing the requirements. However, studies suggested that the waterfall or traditional approach failure rate is nearly 21% while the agile failure rate is 8%.

**Agile model:**

* It is used to develop complicated software
* In this testing and development process are performed concurrently
* It provides less high security
* It provides all functionality needed by the users
* It is used by professionals
* It supports changeable development model
* Development cost is higher
* It consists only three phases
* Adaptability is favored in the agile methodology
* Product delivered frequently within couple of weeks to couple of months
* Change accepted even in late development stage

Model based in agile software development-scrum, XP, crystal, dynamic system development method (DSDM), feature driven development (FDD), adaptive software development (ASD)

**Agile project management:**

In agile project management, projects are time-boxed in short iterations. The iteration lasts for a maximum of a calendar month. And After each iteration it lasts for a maximum of a calendar month. And after each iteration, you will get a new releasable product increment.

Agile project management focuses more on implementing the clients, feedback, reviewing the product, customer collaboration plays a vital role in agile, it doesn’t follow a plan blindly and responses to change quickly.

It comes with different methods and frameworks for project management

Example:

Scrum, Kanban, LeSS, SAFe and Scrum ban are great examples of popular agile project management methods.

These methods are the perfect choices for preventing time consumption, increasing customer satisfaction, and encouraging decision-making at every product development

Initially, agile project management was considered for the software development industry and in recent times successfully implemented in other sectors like architecture, financial services and marketing.

**Q.15. Explain brainstorming technique-where to use?**

The basic idea behind brainstorming is to find conclusion for a specific problem by gathering a list of ideas spontaneously contributed by its members, in other words, brainstorming is situation where a group of people meet to generate new ideas and solutions around a specific domain of interest by removing inhibitions.

These meetings are used for solving a process problem, inventing new products or product innovation, solving inter-group communication problems, improving customer service, budgeting exercises, project scheduling

1. **Nominal group technique:**

In this technique participants are asked to write their ideas anonymously. Then the facilitator collects the ideas and the group votes on each idea. The vote can be as simple as show of hands in favor of a given idea.

This process is called distillation.

1. **Group passing technique:**

Each person in a circular group writes down one idea, and then passes the piece of paper to text person, who adds some thoughts.

This continues until everybody gets his or her original piece of paper back.

By this time it is likely that the group will have extensively elaborated on each idea.

**3. Directed brainstorming:**

It is a variation of electronic brainstorming, it can be done manually or with computers, directed brainstorming works when the solution space is known prior to the session.

There are many other techniques as well; most important thing is you have to decide which technique is most suitable for your team.

**Brain storming** is a creative technique to find solutions or to understand the need or requirement by a group of people.

As a BA, by using brainstorming, we can gather ideas and can create solutions for problems in short time.

**Steps involved in brainstorming are:**

Prepare for brainstorming, conduct brainstorming session and wrap up the brainstorming.

**Q.16. what reports accounts departments will generate**

In an accounts department, there are several types of reports generated regularly to track financial performance, monitor cash flow, and ensure compliance with accounting standards.

 These reports provide valuable insights for decision-making, financial planning, and auditing. Here’s a list of the key reports typically generated by an accounts department:

1. **Income Statement (Profit and Loss Statement)**

**Purpose**: Shows the company’s revenues, expenses, and profits over a specific period (monthly, quarterly, or annually).

**Key Elements**: Revenue cost of goods sold (COGS), gross profit, operating expenses and net income.

**Use**: Helps assess profitability and overall financial performance.

1. **Balance Sheet**

**Purpose**: Provides a snapshot of a company’s financial position at a specific point in time. It shows assets, liabilities, and equity.

**Key Elements**: Assets (current and non-current), liabilities (current and non-current), equity (owner’s equity, retained earnings).

**Use**: Helps determine the company’s solvency, liquidity, and financial structure.

**3. Cash Flow Statement**

**Purpose**: Tracks the inflow and outflow of cash within the business over a given period, categorizing activities into operating, investing, and financing.

**Key Elements**: Cash from operating activities, cash from investing activities, cash from financing activities.

**Use**: Helps evaluate the company’s liquidity and ability to generate cash to cover its obligations.

**4. Accounts Receivable Report**

**Purpose**: Provides information on outstanding customer invoices and amounts owed to the company.

**Key Elements**: List of unpaid customer invoices, aging categories (e.g., 30 days, 60 days, 90 days), overdue balances.

**Use**: Helps track and manage outstanding debts, improving cash flow management.

**5. Accounts Payable Report**

**Purpose**: Tracks the amounts the company owes to vendors and suppliers, and helps ensure timely payment of bills.

**Key Elements**: List of unpaid bills, vendor names, due dates, outstanding amounts.

**Use**: Helps manage company obligations and avoid late payment penalties.

**Q17. What is the structure of the message/mail communicated from the HR department to the employee in case the Loan is rejected?**

When the HR department communicates to an employee that their loan application has been rejected, the message should be professional, empathetic, and clear. Here's a typical structure for such an email or message:

**Subject: Loan Application Status**

Dear [Employee’s Name],

I hope this message finds you well.

We regret to inform you that after careful consideration, we are unable to approve your loan application at this time. Please understand that this decision was made based on the [brief reason, if applicable, such as company policy, financial requirements, or specific criteria not met].

We understand that this may be disappointing news, and we want to assure you that your application was reviewed thoroughly. If you would like to discuss the reasons for this decision or if you have any questions regarding the process, please do not hesitate to reach out.

We encourage you to apply again in the future once the circumstances align with the eligibility criteria. Should you need any assistance or guidance in the meantime, please feel free to contact us.

Thank you for your understanding.

Best regards,
[ Name]
[ Job Title]
[Company Name]
[Contact Information]

**Key Points:**

**Polite tone**: Acknowledge that the rejection may be disappointing and express empathy.

**Reason for rejection**: Provide clear and concise information about why the loan was denied, if possible.

**Encouragement for future applications**: Invite the employee to apply again when appropriate, showing willingness for future collaboration.

**Contact information**: Offer to discuss the situation further if the employee has questions.

**Q18. What is the structure of the message/mail communicated from the HR department to the employee in case the Loan is approved?**

When the HR department communicates to an employee that their loan application has been approved, the message should be positive, clear, and provide relevant details regarding the loan. Here's a typical structure for such an email or message:

**Subject: Loan Approval Notification**

Dear [Employee’s Name],

I hope you are doing well.

We are pleased to inform you that your loan application has been **approved**. Congratulations! We are happy to assist you in this process.

**Loan Details:**

**Loan Amount**: [Specify the loan amount approved]

**Interest Rate**: [Provide the applicable interest rate, if any]

**Repayment Period**: [State the loan repayment duration]

**Disbursement Date**: [Mention the date or timeline when the loan amount will be disbursed]

Please ensure you carefully review the loan agreement and terms provided by the [Financial Institution/Company]. If you have any questions or would like to discuss any of the terms, please feel free to reach out to [relevant contact person or department].

We look forward to supporting you through this process and are available to help with any further queries.

Best regards,
[Name]
[ Job Title]
[Company Name]
[Contact Information]

**Key Points:**

**Positive and congratulatory tone**: Make the employee feel good about the approval.

**Clear loan details**: Outline essential information such as the loan amount, interest rate, repayment terms, and disbursement date.

**Encourage engagement**: Provide clear next steps and encourage the employee to reach out for any questions.

**Contact details**: Ensure the employee knows where to get further assistance if needed.

**Q19. Design a sample report on the Loans applications Received by the accounts department**

**Sample Report: Loan Applications Received by the Accounts Department**

**Company Name**: [Your Company Name]
**Department**: Accounts Department
**Report Title**: **Loan Applications Received Report**
**Report Date**: [Insert Date]
**Prepared By**: [Your Name]
**Report Period**: [Insert Time Period]

This report provides a detailed overview of the loan applications received by the Accounts Department during the report period. It highlights the number of applications, the types of loans requested, the status of each application, and other key metrics for further analysis. The information presented here can be used to evaluate trends, identify potential issues, and ensure efficient processing of loan requests.

**2. Key Metrics**

|  |  |
| --- | --- |
| **Metric**  | **Value**  |
| Total Applications Received | Total Number of Applications |
| Total Approved Loans | Number of Approved Loans |
| Total Rejected Loans | Number of Rejected Loans |
| Pending Applications | Number of pending applications |
| Average Loan Amount Requested | Average amount |
| Maximum Loan Amount Requested | Highest amount |
| Minimum Loan Amount Requested | Lowest amount |

1. **Loan Application Breakdown**

|  |  |  |  |
| --- | --- | --- | --- |
| **Loan type** | **No. of applications** | **Total loan amount** | **Approval rate** |
| **Home loan** | X | Total amount | X% |
| **Personal loan** | X | Total amount | X% |
| **Vehicle loan** | X | Total amount | X% |
| **Education loan** | X | Total amount | X% |
| **Others**  | X | Total amount | X% |

**Loan application status**

|  |  |  |
| --- | --- | --- |
| **Status**  | **No. of applications** | **Total loan amount** |
| Approved  | X | Total approved amount |
| Rejected  | X | Total rejected amount |
| Pending  | X | Total pending amount |

### ****Loan Application for monthly comparison:****

### **Previous month (January) –no. of applications received**

### **This month (February) - no. of applications received**

### **Next month (March) - no. of applications expected.**

### ****LOAN Approval timeline****

|  |  |  |  |
| --- | --- | --- | --- |
| **Loan type** | **Average processing time (days)** | **Approval time (days)** | **Rejection time (days)** |
| **Home loan** | X days | X days | X days |
| **Personal loan** | X days | X days | X days |
| **Vehicle loan** | X days | X days | X days |
| **Education loan** | X days | X days | X days |
| **Others**  | X days | X days | X days |

**6. Observations and Insights**

**Loan Application Volume**: The total number of loan applications has increased by [X] % compared to the previous reporting period.

**Approval Trends**: Home loans and personal loans are the most common types of loans requested, with approval rates of [X] % and [X] % respectively.

**Common Reasons for Rejection**: [List common reasons for loan rejection, e.g., insufficient credit score, incomplete documentation, etc.]

**Pending Applications**: A significant number of loan applications remain pending due to [state reasons, e.g., missing documents, additional verification needed].

This report provides a comprehensive overview of the loan applications received by the Accounts Department. It is essential to address the pending applications promptly and ensure that the approval process is efficient, transparent, and effective in meeting the needs of employees.

**Report Prepared By:**
[ Name]
[Job Title]
[Contact Information]

**Q20. Which reporting Tools we will use for generating reports**

There are various reporting tools that companies can use to generate reports, depending on their needs, technical expertise, and budget. Here’s a list of commonly used reporting tools, categorized by their functionalities and ease of use:

**1. Microsoft Excel / Google Sheets**

**Best for**: Simple, flexible, and customizable reports.

**Use Case**: Basic reporting, data analysis, and visualization.

**Features**: Data manipulation using formulas, pivot tables, and charts.

Support for large datasets (Excel supports up to 1 million rows).

Integration with other data sources (e.g., databases, APIs).

**2. Tableau**

**Best for**: Data visualization and interactive reporting.

**Use Case**: Businesses that require advanced visual reports and dashboards.

**Features**: Powerful data visualization capabilities with interactive dashboards.

Integration with multiple data sources (e.g., databases, cloud services).

Drag and drop functionality for creating custom reports.

Real-time data updating and easy sharing of reports.

**3. Power BI (Microsoft)**

**Best for**: Interactive and dynamic reporting, especially for businesses using Microsoft tools.

**Use Case**: Companies that need detailed and shareable dashboards, often integrated with Microsoft Excel and other Microsoft services.

**Features**: Real-time data connection to a variety of data sources (Excel, SQL Server, cloud services).

* Built-in artificial intelligence (AI) features for data insights.
* User-friendly interface with drag and drop functionalities.
* Strong collaboration features with Microsoft Teams.

**4. Google Data Studio**

**Best for**: Free, easy-to-use dashboard and reporting tool, especially for businesses with Google services.

**Use Case**: Basic dashboards and reports with easy Google integration.

**Features**: Integration with Google Analytics, Google Sheets, and other Google services.

* Customizable and shareable dashboards.
* Real-time updates and collaboration options.
* Free to use, with no significant limitations.

**5. Qlik Sense**

**Best for**: Interactive, data discovery, and self-service reporting.

**Use Case**: Businesses that need to explore data and create reports dynamically without heavy reliance on IT.

**Features**:

* Data discovery through associative data models.
* Self-service reporting with drag-and-drop tools.
* Strong support for in-memory processing for faster reporting.
* Can integrate with various data sources (SQL, cloud, Excel).

**6. SAP Business Objects**

**Best for**: Large enterprises with complex reporting and business intelligence needs.

**Use Case**: Businesses with large volumes of data and need for advanced, enterprise-grade reporting.

**Features**:

* Enterprise-grade business intelligence tool.
* Supports both ad-hoc and scheduled reports.
* Strong security and role-based access for controlling report access.
* Integration with SAP ERP and other third-party systems.

**7. Zoho Analytics**

**Best for**: Small to medium-sized businesses with a need for simple and affordable business intelligence.

**Use Case**: Reporting and analytics for small to mid-sized businesses.

**Features**:

* Easy drag-and-drop functionality to create reports and dashboards.
* Integration with a variety of data sources, including cloud storage and apps.
* Pre-built reporting templates.
* Customizable sharing options and collaboration.

**Factors to Consider When Choosing a Reporting Tool:**

1. **Business Size**: Large enterprises often need enterprise-grade tools like SAP Business Objects, while smaller businesses may prefer cost-effective options like Google Data Studio or Zoho Analytics.
2. **Data Integration**: If your data is spread across different systems (CRM, ERP, social media), choose tools that offer easy integrations, such as Power BI or Tableau.
3. **Ease of Use**: Consider the learning curve of the tool, especially if you need non-technical team members to use it. Tools like Google Data Studio or Zoho Analytics are more user-friendly.
4. **Customization & Flexibility**: If you need highly customizable, detailed reports, Crystal Reports or Power BI is strong contenders.
5. **Cost**: Some tools (e.g., Google Data Studio, Power BI Desktop) are free or have a free version, while others (e.g., Tableau, SAP Business Objects) may require significant investment.

**Conclusion:**

* For simple, spreadsheet-based reports: **Excel** or **Google Sheets**.
* For advanced, interactive visualizations: **Tableau**, **Power BI**, or **Qlik Sense**.
* For real-time, cloud-based solutions: **Domo** or **Looker**.
* For detailed, complex reports: **Crystal Reports** or **SAP Business Objects**.

The right tool for your company depends on your specific reporting needs, budget, and the complexity of your data.