1. Business Analyst- Business analyst works along with the technical team and acts a liasoning between stakeholder and technical team. The Business analyst understand business problems and opportunities in context of requirements and recommends solution that enable the organization to achieve its goal.
2. Scope Creep – IF any Project cannot be completed within budget and time constraints, we say that scope creeps. It usually happens when new features, tasks, or requirements are added to a project after it has already started, without properly managing those changes. This can lead to delays, budget overruns, and misalignment with the initial goals of the project.
3. Time sheets -Timesheets are used to track the hours a BA spends on various tasks or activities during the workday. This is important for ensuring proper resource allocation, billing (in the case of consultancy), and performance tracking.

It may consist of

1. Task Tracking
2. Project Tracking
3. Client billing
4. Efficiency and project Management.
5. Iterative - RUP (Rational Unified Process) - The Rational Unified Process (RUP) is a software development framework that follows an iterative approach, meaning it breaks down the development process into small, manageable phases or iterations. It is a widely used method for developing software, particularly in large or complex projects. Instead of completing the entire project in one go, RUP divides the work into several iterations, each one focusing on delivering a subset of the overall functionality. After each iteration, feedback is gathered, and adjustments are made in subsequent iterations, ensuring continuous improvement and alignment with business needs.
6. Agile Scrum - AgileScrum is a popular framework within the Agile methodology, used primarily for managing and executing software development projects. Scrum focuses on delivering high-quality software in short, iterative cycles known as sprints. After each sprint, the product is tested, reviewed, and adjusted based on feedback. Scrum emphasizes teamwork and collaboration between all roles involved (developers, testers, stakeholders, etc.) to build a product incrementally and iteratively. scrum embraces this flexibility, allowing teams to adapt to new priorities or customer feedback at the end of each sprint.
7. UML - UML (Unified Modeling Language) is a standardized visual modeling language used to describe, design, and document the structure and behavior of software systems. It provides a set of diagram types to represent different aspects of a system, making it easier to understand, communicate, and develop software applications. It is not a methodology or process by itself, but rather a tool used within various development methodologies like Agile, Waterfall, or RUP.
8. Use Case Diagram - A Use Case Diagram is a type of UML diagram used to represent the functional requirements of a system, from the perspective of the system’s users (referred to as actors). It shows how different users (or other systems) interact with the system to achieve specific goals (called use cases). Use case diagrams provide a high-level overview of the system and are useful for visualizing what the system will do and how it will be used. Use Case Diagrams are a powerful tool for representing the functional requirements of a system in a visual way. They help to clarify the goals and interactions between users and the system, making it easier to understand the scope and functionality.
9. Brainstorming as elicitation technique - Brainstorming is a versatile and effective elicitation technique, particularly when you need to gather diverse ideas and foster creativity. It can be done either individually or in groups. Ideas collected can be reviewed, analyzed and if relevant can be included with in the system requirement. By carefully facilitating the session and creating a collaborative environment, you can generate valuable insights that might not emerge through other methods. However, it’s essential to manage the process carefully to avoid potential pitfalls like groupthink or lack of focus.
10. Prioritize Requirement - Prioritizing Requirements is a crucial step in any project, particularly in the context of business analysis, product development, or system design. It helps ensure that the most important requirements are tackled first, allowing limited resources to be allocated effectively and delivering the highest value to stakeholders. Prioritization helps to manage scope, expectations, and risks while optimizing the project's success. In short we can say that it is a technique for queuing the requirements for the development process.
11. Validating Requirement - Validating Requirements is the process of ensuring that the requirements gathered are accurate, complete, feasible, and aligned with stakeholder expectations. It is a crucial step in the requirements management process because it ensures that what is being built is truly what the stakeholders need and want, and that there is a shared understanding of the project’s scope and objectives.
12. Prototyping - Prototyping is a key phase in the design and development process, where a preliminary version (or prototype) of a product or system is created to visualize and test ideas. It allows stakeholders, users, and designers to get a feel for the product before it's fully developed. Prototypes can be physical or digital, depending on the product being created. We can use Balsamic and Axure for prototyping.
13. MVC Architecture - The MVC architecture is fundamental in modern software development and plays an important role in Business Analysis. A Business Analyst (BA) must understand the structure of Model, View, and Controller components and how they interact to fulfill the business goals. By working closely with stakeholders and developers, BAs ensure that the application meets user needs, adheres to business requirements, and functions efficiently. Understanding MVC helps the BA bridge the gap between business logic, user experience, and system architecture, ultimately delivering a well-structured solution.
14. Sequence Diagram - A sequence diagram is a type of UML (Unified Modeling Language) diagram that visually represents the sequence of interactions between objects or components in a system over time. It is particularly useful in illustrating how a system operates step by step, showing how different entities (such as users, systems, or processes) interact with each other to complete a specific task or use case.
15. Reverse Engineering - sequence diagram is a type of UML (Unified Modeling Language) diagram that visually represents the sequence of interactions between objects or components in a system over time. It is particularly useful in illustrating how a system operates step by step, showing how different entities (such as users, systems, or processes) interact with each other to complete a specific task or use case.
16. Activity Diagram - An Activity Diagram is a type of UML (Unified Modeling Language) diagram that visually represents the flow of activities or processes in a system. It’s typically used to model the dynamic aspects of a system, such as business processes, workflows, or the sequence of operations involved in a specific task.Activity diagrams are useful for showing the flow of control between various steps in a process and how decisions, concurrency, and parallel processes are handled. They help to break down complex processes into manageable, understandable segments.
17. Swot analysis – SWOT Analysis is to evaluate an organization’s Strengths, Weaknesses, Opportunities, and Threats in a given business context. It is a framework that helps analysts identify internal and external factors that could impact a business or project. The results of a SWOT analysis help in making informed decisions and developing strategies that leverage strengths, mitigate weaknesses, seize opportunities, and address threats.
18. GAP Analysis – GAP Analysis is a method used to assess the difference (or gap) between the current state of a business or system and its desired future state. The goal of gap analysis is to identify what changes need to be made to bridge the gap, and it helps to define a clear path from where the organization is today to where it wants to be in the future.
19. Feasibility Study - A Feasibility Study is a comprehensive assessment of a proposed project or initiative to determine its viability. It evaluates whether the project is technically, financially, and legally possible and if it is likely to be successful. A feasibility study is typically conducted before committing significant resources to a project, serving as a decision-making tool to determine whether it should proceed.
20. Role of BA in Handling Change request - Change requests often arise during the course of a project or business operations, and it's the BA's job to ensure that these changes are aligned with the business goals, meet stakeholder needs, and are feasible within the project's constraints. the Business Analyst plays a central role in handling change requests, ensuring that each change is evaluated carefully, aligned with business objectives, feasible within the project's constraints, and communicated effectively among stakeholders.
21. MS Visio - Microsoft Visio is an essential tool for a Business Analyst (BA) to visualize, communicate, and document business processes, requirements, and workflows. It allows BAs to create diagrams and models that make complex information easier to understand and provide clarity for stakeholders. Visio helps BAs communicate and document their findings in a visually engaging way, facilitating better collaboration and successful project outcomes.