**Forums on BA Concepts**

**1. Stakeholder Analysis**: Identifying and understanding the individuals or groups impacted by a project, and managing their expectations and involvement throughout the project lifecycle. Stakeholder analysis helps in understanding the perspectives, concerns, and potential contributions of stakeholders, enabling effective communication, collaboration, and stakeholder management.

**2. Requirements** **Gathering**: Collecting, documenting, and validating the needs and expectations of stakeholders to define the scope and objectives of a project. Collecting, documenting, and validating the needs and expectations of stakeholders to define the scope and objectives of a project. Effective requirements gathering ensures that stakeholders' needs are understood and translated into actionable deliverables, leading to the successful completion of projects and the satisfaction of stakeholders.

**3. SWOT Analysis**: Evaluating the Strengths, Weaknesses, Opportunities, and Threats facing an organization to inform strategic decision-making and risk management. By conducting a SWOT analysis, organizations can gain insights into their current position in the market, assess their competitive advantage, and identify areas for improvement or potential risks. This information enables informed decision-making, strategy development, and risk mitigation efforts to capitalize on strengths, address weaknesses, seize opportunities, and mitigate threats effectively.

**4. Business Process Modelling**: Visualizing and analysing current and future-state business processes to identify inefficiencies, streamline operations, and enhance productivity. It involves creating graphical representations, such as flowcharts or diagrams, that illustrate the steps, interactions, inputs, outputs, and decision points involved in a business process. BPM helps stakeholders understand how processes work, identify inefficiencies or bottlenecks, and explore opportunities for optimization and automation.

**5. Gap Analysis**: Comparing the current state of a business with its desired future state to identify discrepancies and opportunities for improvement. By highlighting these gaps, organizations can develop targeted strategies and action plans to bridge the divide and achieve their objectives effectively. Gap analysis is instrumental in decision-making, resource allocation, and continuous improvement efforts across various sectors, from business and project management to healthcare and education.

**6. Feasibility Study**: A feasibility study is a preliminary analysis of solution alternatives or options to determine whether and how each option can provide an expected business benefit to meet the business need. A feasibility study may address either a business problem to be resolved or a business opportunity to be exploited. Formal feasibility studies use reliable data and apply statistics and market research to identify and analyse potential solution options.

**7. BRD**: BRD stands for Business Requirements Document. It is a formal document that outlines the high-level business objectives, needs, and expectations for a software project or system. The BRD serves as a communication tool between business stakeholders and the development team, providing a clear understanding of the business context and requirements. The BRD serves as a foundational document for the software development process, providing a shared understanding of the business context, objectives, and requirements among stakeholders.

**8. FRD**: FRD stands for Functional Requirements Document. It is a formal document that outlines the functional requirements of a software system or application. The FRD serves as a blueprint for the development team, guiding the design, implementation, and testing of the software. It is typically created during the requirements analysis phase and may be iteratively refined as the project progresses and additional information becomes available.

**9. RTM**: RTM stands for Requirements Traceability Matrix. RTM is a document that links and tracks the requirements throughout the project lifecycle to ensure that all requirements are addressed, tested, and fulfilled. It serves as a mapping document between the requirements, design, development, testing, and user acceptance phases. It ensures accountability and maintains consistency between requirements and deliverables.

**10. Conflict Management**: Conflict management involves resolving disagreements between stakeholders, team members, or departments in a project. Techniques include negotiation, mediation, collaboration, and compromise. For conflict management we use Thomas Kilmann technique. Effective conflict resolution ensures smoother communication and maintains a productive work environment. Addressing conflicts early prevents project delays and enhances teamwork.

**11. Use Case Diagram**: This is a high-level diagram. The main focus of this diagram will be on "how external Interfaces" (End Users, support Systems, Special Databases and internet connectivity to third party) will be interacting with the proposed IT System. This interaction will be initiating distinct business function called a Use Case and is shown with an ellipse symbol. It visually depicts system behaviour and helps in identifying user requirements.

**12. Scrum**: A popular Agile framework that organizes work into time-boxed iterations called sprints. Scrum teams collaborate closely to deliver incremental value, with roles such as Scrum Master, Product Owner, and Development Team. Scrum emphasizes transparency, inspection, and adaptation, with a focus on delivering value to the customer iteratively and incrementally. By providing a framework for collaboration, communication, and continuous improvement, Scrum enables teams to respond to change effectively and deliver high-quality products that meet customer needs.

**13. User Stories**: Short, simple descriptions of a feature or requirement from the perspective of an end- user. User stories are used to capture the functionality desired by customers and serve as the basis for prioritization and development.

**14. Sprint planning**: Sprint planning is a collaborative meeting held at the beginning of each sprint in the Scrum framework. The purpose of sprint planning is to define what can be delivered in the upcoming sprint and how the work will be accomplished. Sprint planning sets the direction for the sprint and ensures that the team is aligned on the goals and priorities. It promotes transparency, collaboration, and accountability within the Scrum team members.

**15. Product Owner**: The Product Owner is a key role in the Scrum framework responsible for representing the interests of stakeholders and ensuring that the team delivers value to the customer. The Product Owner plays a critical role in driving product success by ensuring that the team focuses on delivering the highest possible value to the customer. They serve as the voice of the customer, advocate for their needs, and empower the team to deliver innovative solutions that meet or exceed expectations.

**16. Product Backlog Management**: Product Backlog Management is the continuous process of maintaining and refining the list of items, known as the product backlog, that represent the work to be done on a product or project. Effective product backlog management is essential for ensuring that the development team is working on the most valuable and relevant work items, maximizing the delivery of value to the customer and the organization.

**17. Agile**: Agile is an iterative and incremental approach to project management and software development that prioritizes Flexibility, Collaboration, and Customer feedback. It emphasizes adaptive planning, evolutionary development, and delivering value to customers early and continuously. Agile methodologies such as Scrum, Kanban, and Extreme Programming (XP) have gained popularity across various industries for their ability to adapt to change, foster collaboration, and deliver value to customers more efficiently and effectively.

**18. A Gantt chart**: A Gantt chart is a popular project management tool used to visually represent the schedule of tasks or activities in a project over time. It provides a graphical overview of the project timeline, showing the start and end dates of each task, as well as their duration and dependencies. Gantt charts provide a visual representation of project schedules, making it easier for project managers and stakeholders to understand and communicate the project timeline, dependencies, and progress.

**19. UAT**: UAT stands for User Acceptance Testing. It is the final phase of testing in the software development lifecycle where the software is tested by end-users or client representatives to determine whether it meets their requirements and expectations before it is released into production. UAT plays a crucial role in ensuring the quality and reliability of software products by validating them from the user's perspective.

**20. SDLC**: SDLC stands for Software Development Life Cycle. It is a structured process used by software development teams to design, develop, test, deploy, and maintain software applications. The SDLC consists of several phases, each with its own set of activities, deliverables, and objectives. It ensures that software projects are planned, executed, and delivered in a systematic and structured manner, resulting in high-quality products.