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Forum 20  
COEPD**

1. **SOW (Statement of Work)**  
   A Statement of Work is a formal document outlining the project’s scope, deliverables, timeline, and responsibilities. It acts as a contractual agreement, ensuring all parties are aligned on expectations. By detailing tasks, milestones, and payment terms, it helps prevent misunderstandings. The SOW ensures accountability and serves as a roadmap for successful project execution.
2. **BRD (Business Requirements Document)**  
   A BRD highlights the business needs and objectives a project aims to address. It defines the project scope, high-level requirements, constraints, and stakeholder expectations. Serving as a bridge between stakeholders and technical teams, it focuses on “what” is needed rather than “how.” A well-written BRD ensures all parties understand the business goals.
3. **FRD (Functional Requirements Document)**  
   The FRD translates business requirements into specific system functionalities. It describes how the system should function, including inputs, outputs, and user interactions. The document provides technical details for developers and testers, ensuring alignment with business needs. FRDs often include diagrams, use cases, and acceptance criteria.
4. **User Stories**  
   User stories are concise, user-centric descriptions of desired functionalities, often written in Agile formats like: “As a [user], I want [goal] so that [benefit].” They focus on user needs and enable teams to prioritize work. Stories foster collaboration, leaving room for discussions and refinements during development.
5. **Use Case**  
   A use case is a step-by-step description of how a user interacts with a system to achieve a goal. It defines actors, triggers, steps, and outcomes, helping identify functional requirements. Use cases ensure workflows are clear and all scenarios are considered. They are often supported with diagrams for better visualization.
6. **RACI Matrix**  
   The RACI Matrix assigns roles for tasks using four categories: Responsible, Accountable, Consulted, and Informed. This tool prevents confusion by clarifying who is involved in each task. By streamlining communication and accountability, the RACI Matrix improves project management and avoids delays.
7. **Stakeholder**  
   Stakeholders are individuals or groups affected by or involved in a project. These include clients, sponsors, users, and regulators. Engaging stakeholders is essential for gathering requirements, managing expectations, and ensuring project success. Their feedback shapes the project scope and deliverables.
8. **Gap Analysis**  
   Gap analysis compares the current state (As-Is) to the desired state (To-Be) to identify areas for improvement. It pinpoints inefficiencies or missing elements in systems, processes, or performance. The results guide solutions to close the gaps, prioritize initiatives, and allocate resources effectively.
9. **SWOT Analysis**  
   SWOT Analysis evaluates Strengths, Weaknesses, Opportunities, and Threats to understand a business or project’s environment. It identifies internal strengths/weaknesses and external opportunities/threats. This tool aids in decision-making and risk mitigation by offering a strategic overview.
10. **UAT (User Acceptance Testing)**  
    UAT is the final phase where end-users verify if the system meets their requirements and business needs. It tests real-world scenarios for functionality, usability, and performance. Identifying issues during UAT ensures the system is ready for deployment, minimizing risks.
11. **As-Is Process**  
    The As-Is process documents the current state of workflows, systems, or operations. It provides a baseline to identify inefficiencies or bottlenecks. Understanding the existing state helps business analysts design improvements for better outcomes.
12. **To-Be Process**  
    The To-Be process represents the ideal future state of workflows or systems after improvements. It addresses the inefficiencies found in the As-Is process and serves as a blueprint for implementing changes. This visualization helps align stakeholder expectations.
13. **KPI (Key Performance Indicator)**  
    KPIs are measurable values that reflect progress toward specific objectives, such as revenue growth or customer satisfaction. Setting SMART (Specific, Measurable, Achievable, Relevant, Time-bound) KPIs enables meaningful performance tracking and decision-making.
14. **MoSCoW**  
    MoSCoW is a prioritization method that categorizes requirements into: Must have (critical), Should have (important), Could have (optional), and won’t have (excluded). This ensures teams focus on delivering the most essential features first.
15. **Wireframe**  
    Wireframes are basic visual layouts of a system’s user interface, focusing on structure and functionality rather than design. They help gather early feedback, align expectations, and identify usability issues. Tools like Figma or Balsamiq are often used for wireframing.
16. **Scope Creep**  
    Scope creep refers to uncontrolled changes or additions to project requirements without proper approval. It can lead to delays and budget overruns. Effective documentation and change management help prevent scope creep, keeping projects aligned with original objectives.
17. **Requirements Traceability Matrix (RTM)**  
    The RTM maps requirements to design, development, and testing phases, ensuring no requirement is overlooked. It tracks changes and verifies alignment with project goals. This tool is essential for maintaining completeness and meeting compliance standards.
18. **Baseline**  
    A baseline is a reference point for measuring project progress in terms of scope, schedule, and budget. It helps track deviations and evaluate performance. Changes to the baseline require formal approval, ensuring controlled project adjustments.
19. **Business Case**  
    A business case justifies a project by outlining the problem, proposed solution, benefits, costs, and risks. It helps stakeholders make informed decisions and demonstrates the project’s value. A strong business case aligns with organizational goals and ensures buy-in.
20. **Feasibility Study**  
    A feasibility study evaluates the viability of a project by assessing technical, financial, and operational aspects. It identifies risks and resources to determine if the project is worth pursuing. This study provides a foundation for informed decision-making and planning.