1. **Documents-**

**BRD**- The business requirement document captures all business requirements of the project It captures the objective and scope of the project. It also captures business rules and roles, responsibilities, use case dependencies, assumptions, limitations

**FRD**- Functional requirement document is a bridge between business requirements and technical specification, It includes system testing, acceptance agreements to the stakeholders

**SRS**- Software requirement document is a detailed document that outlines the functional and non-functional requirements for a software system it acts as a blueprint for a development team and a reference for stakeholders ensuring that everyone involved in the project has a clear understanding of what the system should do and how it should perform.

**2- Requirements and Types**

A requirement is the basic need of the client. The need for requirements is transformed into solutions

**Business Requirements**- these are the high-level statement of goal, objective, or need of the enterprise.

**Stakeholder requirements**- Stakeholder requirements are statements of the needs of a particular stakeholder or class of stakeholders.

**Solution Requirements**- (Functional Requirement and non-functional requirement) It describes the characteristics of a solution that meets business requirements and stakeholder requirements.

**3- Do’s and don’ts of BA**

Never Say no to the client, Never imagine anything related to GUI, there is no word called by default. Consult with SME for clarification of requirements.

Challenges- obtaining sign-off on requirements, Change management with respect to time and cost,

Coordination between developers and testers, conducting meetings. Drive client for UAT completion.

**4- Stakeholders and Types**

A stakeholder is a person who is directly or indirectly involved in project. There are 4 types of stakeholders

1. Project Stakeholders- BA, PM, Development Team, testing
2. Business Stakeholders- Business Owner, Business Sponsor, End User
3. 3rd party stakeholders- Auditors, legal Specialist, outsource,
4. Negative Stakeholders- Competitor, Hacker, Political Party
5. **Reason of project Failure**
6. Improper requirement gathering
7. Continuous change in requirement
8. Lack of user involvement
9. Lack of executive support
10. Improper planning
11. Unrealistic expectation

**6- 5W 1H tool of BA**

The tool is used for extracting requirement form client like Why, What, Where, Who, When & How

BA should ask this questions as per scenario, WHY- Why this is needed. What- What is Happening,

Where- Where it is happening, Who- Who is involved, When- When is this happening

1H- How- How it should happen? Looks into the way that how the solution is implemented

1. **SWOT Analysis**

SWOT Analysis helps in understanding a business or project by looking at four key areas:

1. Strengths – What the business does well (e.g., strong brand, good team).
2. Weaknesses – Areas that need improvement (e.g., high costs, weak marketing).
3. Opportunities – Chances to grow or improve (e.g., new markets, trends).
4. Threats – Risks or challenges (e.g., competitors, changing regulations).

Strengths and weaknesses are internal to the company (think: reputation, patents, location).

Opportunities and threats are external (think: suppliers, competitors, prices).

1. **Conflict Management**

The Thomas Kilman technique is widely used in conflict management. It helps teams and individuals constructively handle conflict by understanding when to apply different conflict styles that are competing, avoiding, collaborating, and compromising. Identify the conflict, discuss the details, agree with the root problem, check for every possible solution conflict, negotiate the solution

1. **Business Process Model**

Basically, here we have to identify the goal, input, resources, output activities, and values.

It helps stakeholders to understand how work flows in an organization, identify inefficiency, and implement improvements. It is a powerful tool to understand, analyze, and improve the way an organization functions. By visualizing workflows, optimizing processes, and automating task, BPM helps organizations operate more efficiently and effectively

1. **SDLC Methodology**

SDLC there are various methods like waterfall, agile, v, RUP, and spiral. It provides in a framework for planning designing building, testing, deploying and maintaining, software applications. The goal of SDLC is to produce high-quality software that meets or exceeds customers' expectations is delivered on time and is cost-effective in seven stages- Plan, Analyze, Design, Development, Testing, Implementation, Maintenance

1. **Agile Manifesto**

It emphasizes the flexible, iterative approach to project management and development, prioritizing customer needs and collaboration over rigid processes. It has 4 core values and 12 principles.

Four main Values

Individuals and interactions over processes and tools

Working software over comprehensive documentation

Customer collaboration over contract negotiation

Responding to change over following a plan

1. **Scrum**

Scrum is a framework that follows agile methodology. It is widely used in handling complex projects. It provides a structured approach that allows teams to deliver working software iteratively and incrementally, encouraging flexibility and collaboration, there are three roles in the scrum product owner, scrum master, and development team. Artifacts are product backlog and sprint backlog. Ceremonies are Sprint planning, Daily scrum meeting, Sprint review, Sprint retrospective

1. **User Stories**

User stories are a fundamental component of agile methodology, particularly in the Scrum framework. It provides a concise, user-centric way to capture requirements ensuring that development efforts align with the needs and goals of end users. A user story is a brief informal description of software features and functionality, articulated from the perspective of the end user. It focuses on what the user wants to achieve and why without delving into the technical details of how it will be implemented. The user story has ID, Task, Value statement, BV,CP, and basic flow.

1. **Class Component package and subsystem**

A collection of similar objects is called a class. An object can be an instance of class. The collection of classes is called a component. Packages are collections of components that are not reusable in nature. The subsystem is a collection of components which are reusable in nature. Product development companies are working with subsystems and application development companies are working on package

1. **Raci Matrix**

The Raci matrix is a simple and effective tool used in project management to clarify roles and responsibilities in relation to tasks or deliverables. The matrix ensures that everyone involved in the project understands their role, reducing confusion and ensuring accountability. R- Responsible person or team doing the work. They are responsible for completing the task. A- An accountable person need to complete the given task in time. C- Consult- they give inputs to complete the project when asked and I- Informed these are people who need to be updated about project progress.

1. **UML**

The unified modeling language is a standardized visual language used to model the structure and behavior of a system, primarily in software engineering. It is known as the language of the diagram. The base of UML is OOA. UML has 9 diagrams 5 statics and 4 dynamics static diagrams – use case, class, component, package, and deployment. Dynamic diagrams- sequence, activity, state chart, collaboration

1. **BV CP**

Business Value: It shows how important a feature or task is for the business. A higher value means it helps the business more. Business Stakeholders are involved in this activity. Generally currency notes are used in defining the BV

Complexity Points: These measure how difficult or time-consuming a task is to complete. Higher points mean more effort is needed. The development team is responsible for defining the CP. They use poker cards for defining the CP

Teams use both to decide what to work on first, balancing impact and effort.

1. **Use cases**

A use case defines how a user interacts with a system to achieve a goal. It describes the steps, actors, and system responses for a specific scenario. Use cases help in understanding functional requirements and designing user-friendly systems. They are commonly represented using use case diagrams and written descriptions. Businesses and developers use them to ensure clear workflow and system behavior

1. **RTM**

A Requirements Traceability Matrix (RTM) is a document that links requirements to their corresponding test cases to ensure full coverage. It helps track requirement changes and confirms that all requirements are tested. RTM improves transparency, verification, and validation in a project. It is widely used in software development and testing to ensure quality

1. **SCRUM Ceremonies**

Sprint is a fixed timebox duration generally remains fixed throughout the project.

Scrum ceremonies are meetings in Scrum to plan, track, and review work.

1. Sprint Planning (2-4 hours per 2-week sprint) – Decide what work to do in the sprint.
2. Daily Stand-up (15 minutes) – Team members share updates and blockers.
3. Sprint Review (1-2 hours) – Show completed work to stakeholders for feedback.
4. Sprint Retrospective (1-1.5 hours) – Discuss what went well and what to improve.
5. **Requirement elicitation techniques**

Requirement elicitation techniques are ways to gather information about what a system should do.

Commonly used techniques are as below

1. Interviews – Talking to stakeholders to understand their needs.
2. Surveys/Questionnaires – Collecting feedback from many people quickly.
3. Workshops – Group discussions to gather and refine requirements.
4. Observation – Watching users to understand how they work.
5. Document Analysis – Reviewing existing documents for useful details.
6. **Risk Analysis and Management**

Risk analysis is the process of identifying and evaluating possible problems in a project or business.

1. Identify risks – Find potential issues (e.g., budget overruns, delays).
2. Assess impact – Check how serious each risk is.
3. Plan responses – Decide how to avoid or reduce risks.
4. Monitor risks – Keep track of risks and update plans as needed.

It helps in reducing surprises and improving decision-making