**CAPSTONE PROJECT PREP 3 PART 2**

1. **What is the difference between Brainstorming and JAD Sessions?**

**Ans:**

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| **Brainstorming** | **JAD sessions** |
| Brainstorming can be done either individually or groups which can be effective away to generate lot of ideas on a specific issue and to determine the best solution. | It involves collaboration between stakeholder and systems analysts to identify needs or requirement in a concentrated and focuses effort. |
| It is utilized in requirements elicitation to gather variety of ideas from a group of people. The ideas collected then can reviewed and where relevant included within the system requirements. | It is the heart of the process and the selection of stakeholders is critical to the overall success of a JAD session. The team should consists of a mixture of skills like BA, BP owner, operations managers, client representatives, HR etc. |
| Here are process steps:   1. To define the problem 2. Encourage and determine time limit for the group for generate ideas. 3. Record ideas without having any evaluation criteria 4. Rate and analyse the condensed list of ideas to refined later | Here are the process steps:   1. To define session objectives 2. Gather key participants and prepare visual aids 3. Conduct structured discussions to follow the agenda. 4. Draft the documents and refine through sessions are resolved. 5. Review and finalize the requirements. |
| It will conducted for session for few hours | It will conducted for multiple days or weeks depending upon difficulty level. |
| Here Ideas are refined later, and no decision were taken immediately. No immediate decisions; ideas are refined later. | Here decision were made collaboratively during the session. |
| It is a broad set of potential solutions or ideas for improvements. | It is a well-documented set of business or system requirements and process. |
| Here can use tools like sticky notes, mind mapping and free white boards for discussions. | Here can use tools like use cases, pfd’s, documentation tools. |
| **Example:** Generating product feature brainstorming or problem solving in projects | **Example:** Gathering requirements by defining workflow for software development |

**2.** **Why Document Analysis is one of the compulsory technique we use in a Project?**

**Ans:**

* As it is compulsory technique in a project which helps to understand existing processes, ensure compliance and improve accuracy. Additionally, it helps team members to quick grasp project details to support other analysis techniques aids decision making for doing it a critical foundation for requirement gathering and business analysis.
* In a current system, we have documentation which will be helpful in providing some of the inputs to the requirements of the future system. Some of the documentation includes, interface details, user manuals, and software vendor manuals.
* Step 1: Prepare the document analysis – Evaluate the existing system and business documentation are relevant and appropriate to studied
* Step 2: Analyse the document: Study the material and identify the relevant business details. Document business details as well as questions for follow up with SME’s.
* Step 3: Post document analysis wrap up - Review and confirm the selected details with SME’s. Obtain answer to follow up questions.

**Advantages:** Could be a lot of information and easy to transfer to a new system requirements.

**Disadvantages:** Existing Document may be out of date and reports may have changed out of all recognition.

1. **In Which Context we will use Reverse Engineering?**

**Ans:**

* It exists in the situation where system has outdated documentation and it is necessary to understand what the system has actually does, so this technique can extract implemented requirements from the software code.
* There are two types: Black Box RE – System is studied without examining its internal structure. White Box RE – Inner working of the system are studied

**Advantages –** Improves knowledge of legacy system and reduces efforts of development system

**Disadvantages –** Can be resource intensive, risk of violating intellectual property

**Examples:**

* Cybersecurity Professionals use reverse engineering to study malware and strengthen defences, by breaking down malicious code and they uncover its behaviour, identify weakness in software, and develop patches to protect systems from future attacks.
* Other context are, software design and development, product design and innovation, manufacturing and engineering, data migration and integration.

1. **What is the difference between Brainstorming and Focus Groups?**

**Ans:**

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| **Brainstorming** | **Focus Groups** |
| It is a versatile techniques which can performed individually or group can be applied in various phases of a project to generate innovative ideas and solutions | It elicit ideas about a specific product service or opportunity in an interactive group environment. It usually has 6-12 attendees, and it may require to invite twice as many individual to allow for no shows. |
| Brainstorming can be done either individually or groups which can be effective away to generate lot of ideas on a specific issue and to determine the best solution. | The topic of the focus group will influence who will recruited. If topic about a new product then, we can an existing users who are experts. |
| There are several steps involved which are to define the problem, Encourage and determine time limit for the group for generate ideas. Record ideas without having any evaluation criteria Rate and analyse the condensed list of ideas to refined later | Two types – Homogeneous – Individuals with similar characteristics. But differing in perspectives will not be shared. Possible solution to conduct separate session for different homogeneous group. Heterogeneous - Individual were have diverse backgrounds, perspectives. But individuals may self-censor if not comfortable with others background resulting in lower quality of data collected. |
| Encourages free thinking no decision were taken immediately and no ideas were judged. | It usually define moderate discussions, asks insights and record ideas |
| It is a broad set of potential solutions or ideas for improvements. | Qualitative insights, and opinions about a product or issue |
| Used in business, innovation, marketing and problem solving | Used in market research, product development and customer feedback analysis. |
| **Example:** For a new mobile app feature results in creative ideas like AI voice search which are later evaluated for feasibility | **Example:** A company gathers 6 potential customers to discuss a new mobile collecting feedback on design, features and pricing to refine the product. |

1. **Observation Technique – Explain both Active and Passive approaches?**

**Ans:**

* It generally, observing or shadowing of users or even doing part of the job which can provide information of existing process, inputs and outputs.
* Two types: **Passive / Invisible Observation** – It involves the observe silently watching without having any interaction with them and also it ensures the unbiased data collection as participant act naturally without influence.

**Example:** In this BA will observe SME working through the business routine but doesn’t ask any questions and write the notes about what they sees and wait till entire process has been completed.

* **Active / Visible Observation** – It involves the observer actively engaging with participants by asking question, interacting or even taking part in the process. It helps in approach of gaining deeper insights by clarifying doubts instantly. In this BA will observe the current process and takes notes he/ she may dialog with the worker. When the BA ask question with SME right away and even if it breaks the routine of the person being observed and even BA can have appreciation for how the current process works.

**Advantage –** It is useful when user is not able to clearly explain what they do or their requirements for the new systems.

**Disadvantage –** Relatively slow, focused on existing processes rather than the new system.

**6. How do you conduct the Requirements Workshop?**

**Ans:**

* It usually performed with 6 – 10 of more stakeholders working together to identify the requirements.
* A requirement workshop is a structured way to capture requirements and used to define, prioritise and reach closure on requirements for the target systems.
* Step 1: Prepare for the Requirements - Clarify the stakeholder’s needs and the purpose of the workshop. Identify the critical stakeholders who should participate and define the agenda. Schedule the session and determine what document the output of the workshop and send material in advance to go through for attendees
* Step 2: Co Conduct Requirements – Elicit, analyse and document requirements. Maintain focus by frequently validating the session activities. Now facilitator have responsibility to establish objective tone for the meeting. Manage the meeting and keep the team on track. Facilitate a process of decision making and build consensus but avoid participating in the content of the discussion. Ask the right questions, analyse the information being provides at the session by the stakeholders and follow up with probing question if necessary.
* Step 3: Post Requirements/ wrap up by facilitator – Follow up on any open action items that were recorded at the workshop. Complete the documentation and distribute it to the workshop attendees and the sponsor

**Advantages:** Faster than group interviews for obtaining requirements, particularly for common or system wide requirements.

**Disadvantages:** More preparation is needed. Facilitating workshop requires more skill with possibly an extra IT person retarding details.

**7. In which context, Interview Technique can be conducted by a BA? How may approaches are there in conducting Interviews? (Structured – Unstructured) Explain them. Explain the difference between Open Ended Questions and Closed ended Questions?**

**Ans:**

* It is systematic approach to elicit information from a person or group of people in an informal or formal setting by talking to the person which are used in Requirement gathering, process analysis, stakeholder engagement and system improvement to gain insights from users, manager and SME’s
* Interviews of users and stakeholders are important in creating wonderful software. Without knowing any expectations and goal of the stakeholders and users we can high unlikely to satiate them.
* Here The interviewee, asking relevant questions and documenting the responses. The BA will be the interviewer.
* Interviews are commonly used in **requirement gathering, process analysis, stakeholder engagement, and system improvements** to gain insights from users, managers, and subject matter experts.

**Approaches of Conducting Interview:**

* **Structured Interviews:** It follows a predefined set of questions in a fixed order. This ensures consistency and allows responses to be easily compared across different participants. It is useful when gathering specific details such as asking multiple department heads about software related issues using the same set of questions.
* **Unstructured Interviews:** It does not have a fixed question list, instead the conversation flows naturally based on the participant’s responses. This approach helps in uncovering deeper insights and identifying issues that might not be revealed through structured questions. It is useful as BA may casually discuss system usability with employees, allowing them to express challenges freely.

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| **Open Ended Questions** | **Closed Ended Questions** |
| These are the questions that allow respondents to give detailed answers in their own words | These are the questions that have specific limited response options such as multiples choices, correct or incorrect |
| It is a qualitative data type which provides insights or opinions and reasons behind choices | It is an quantitative data type which helps in statistical analysis and quick decision making |
| It is used when exploring new ideas, gathering feedback or understand user needs in depth | It is used for surveys, polls or when a clear cut answer is required for analysis |

**Advantages:** It can be done with minimal preparation and easy with small groups and require the planning and scheduling effort than large workshops

**Disadvantages:** The questions used in the interview may reflect the interviewers preconceived ideas, which can influence the response.

**8. Questionnaire Technique – Where we will use? Give one example?**

**Ans:**

* It can be useful for obtaining limited system requirements details from stakeholders who have minor input or are geographically remote. The design of the questionnaire and type of questions are important and can influence the answers.
* The main purpose of this techniques to gather specific data efficiently from participants. Also the design of the techniques plays an important role in data accuracy and quality.
* The objective or the goal of the survey must be clear, concise and focus to assess the customer satisfaction, gather product feedback or perform market research with align of the purpose of the questions.
* The techniques majorly depends upon the selecting the appropriate target audience, the respondents should represents such as customer, employees etc.
* These questionnaire can be published through various platforms such as email surveys, online forms, phone interview or even paper based forms. It depends on the target audience and the resource available
* **Example:** In the restaurant, they want to improve its menu and customer service, so it creates a questionnaire for dinners. The survey includes closed ended question like “How would you rate our food quality (Excellent, Good, Average, Poor)”. Open ended question like “What dishes would you like to see added to our menu”, by collecting the response from multiple customer, the restaurant can understand their preference and make changes to improve customer satisfactions.

**Advantages:** Can send to many hundreds of users at low cost who are long distance away. Receive written replies which can be easier to work and analyse and same time typing.

**Disadvantages:** We may not get a good response as filling in questionnaire is often a low priority for many people.

**9. How to Sort the Requirements – Where we will use? Give one example?**

**Ans:**

Sorting the requirements involves organizing and refining them to ensure clarity, remove redundancy, prioritising, organising and establish relationship between interrelated requirements. There are critical steps in requirement engineering process, as gathered requirements are organised and prioritized based on their importance, feasibility and relevance.

**Here are the steps to sort the requirements:**

* Understand and gather all the requirements from needs to stakeholders, documents and by conducting other elicitation techniques.
* Define the criteria based on requirements from categorised requirements of both functional and non-functional.
* Combine the related requirements into logical groups for sorting the requirements which includes based on factors of business value, technical feasibility and customer impact.
* Assign scores or ranking to each requirements based on defined criteria and eliminate duplicate requirements.
* Review the sorted list to ensure it align with the project goal and business needs

**Uses:**

* It is used during the documentation phase of the project and requirement elicitation.
* Uses in resource allocation by highlighting crucial requirements that have immediate attention and resources.
* Uses to communicate with stakeholders for the importance and priority of various requirements ensuring alignment and consensus.
* It is used in requirement refinement to create an action list of requirement for developers and schedule tasks based during project planning.
* It is more essential in agile development where sorting requirements into sprints allows team to focus on high priority tasks in each iteration.

**Example:**

**To Develop an E learning Platform** the requirements are sorted into various categories,

1. **User Requirements:** Course enrolment, user registration and user progress tracking.
2. **System Requirements:** Data security, system scalability and cloud based hosting
3. **Interface Requirements:** Multimedia support, mobile friendly interface and interactive design
4. **Performance Requirements:** System uptime, response time and data load capacity

**10. Prioritise the Requirements – Where we will use? Give one example?**

**Ans:** A **Prioritization Techniques** is to prioritize or queuing the requirements for the development process that helps stakeholders and teams to decide which user stories or tasks should be worked based on their business value, needs, urgency and impact. Also it ensure that the most critical requirements are addressed with influence factors such as time, budget or effort which are limited that leading to maximize delivery value and efficient resource allocation.

Some of the Prioritization Techniques are, **MOSCOW, 100 dollars test, Kano Model, Complexity matrix vs Business valve.**

* 1. **MOSCOW:**
* It is a prioritization framework used in SDLC and business analysis to reach a common understanding with stakeholders on the importance they place on the delivery of each requirement.

**MUST HAVE –** Requirements that are critical for the project success, without these project cannot deliver its core purpose.

**SHOULD HAVE -** Requirements that are important but not critical which are high priority and can be scheduled later if necessary as they enhance the product quality.

**COULD HAVE –** Requirements that are desirable but not necessary and they can be included if time and resources permit to enhance the product deliver and have least priority compared to Must or Should have.

**WON’t HAVE –** Requirements or features that out of scope for the current project but may be considered in the future. It helps in scope control and expectation management

**Uses:**

* **Agile Management -** To prioritize product backlog in scrum ensuring high priority item are to be work earlier
* **Conflict Resolution :** To resolve the difference conflict among the stakeholders by agreeing on the importance of various requirements
* **Risk Management:** To address high impact requirements early to minimize project uncertainty
* **Project Scope Management:** To define which requirements are essential and must be delivered within the project scope during resource or time is limited.

**Example:**

**A retail company plans to build an E platform** to collect various requirements the team prioritise these requirements based on priority,

**Must Have:** User registration, product search, payment security and order tracking

**Should Have:** Customer reviews, and customized recommendations

**Could Have:** Buy out list sharing and voice search

**Won’t have:** Augmented reality feature

**11. Weekly status reporting – How we will drive?**

**Ans:**

* **Weekly Status Reporting,** helps to track project progress and keep stakeholders updated. It focuses on summarizing tasks completion, ongoing activities, upcoming plans and risks
* To drive an effective status report we have start by,

**11.1 Set Standard Format:** Use a consistent structure focusing on task completed, upcoming issues, risk or milestones. Ensure the report is easy to understand and relevant to your audience.

**11.2 Analyse Data:** Gather information from team members about current progress and issues. Prioritize each high impact updates and eliminate unnecessary details.

**11.3 Organise the Report:**  Highlight the key accomplishments into sections like achievements, challenges and next steps. Ensure key milestones and deadlines were shared among team.

**11.4 Discuss the Report:** Clearly mention any risk, challenges, address any blockers and update stakeholders on project status. Outline the upcoming task for the next week. Regular reporting ensures improve communication, monitor progress and take time action on risks or delays keeping the project on task.

**11.5 Share the Report:** Share the report with stakeholders, project sponsors and the team. Use weekly meeting to discuss the report, address concerns and ensure accountability.

**12. Meeting Minutes Document – prepare one Sample?**

**Ans:**

* Minutes of Meeting (MoM) is a written record of what was discussed and decided in a meeting which includes some of details like meeting purpose, date, attendees, objective and important points discussed.
* It also highlights the action like decision made, task assigned, deadline and the person responsible for each task.
* It helps to track progress, ensures accountability and provides a reference for those who attended or missed the meeting.
* It is an essential document to keep everyone aligned and updated on the next steps and follow ups.

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| **Meeting Title:** Sprint Review | |
| **Date & Time** | February 6,2025 11.00AM |
| **Location** | Video Presentation Hall, ABC enterprise, Bangalore |
| **Attendees** | Krishnan(PM),Vedha(Developer), yuvraj(BA),Iyer(QA),Rajesh Kumar(Scrum Master) |
| **Agenda** | 1. Review previous sprint outcomes 2. Discuss tasks for the upcoming sprint 3. Address risks and Challenges 4. Define Sprint goals and timelines |
| **Discussion Summary** | **Sprint Review:** Previous sprint completed successfully; minor bugs reported during QA testing  **Upcoming Sprint Tasks:** Focus on integrating the delivery partner enhancing the dashboard UI.  **Risks:** Delay in third party API for delivery partner integration; mitigation discussed.  **Timelines:** Sprint Duration set for February 7 – February 27,2025 |
| **Decision Made** | 1. Prioritize the delivery partner integration tasks 2. Start partial testing for dashboard enhancements in parallel. 3. Update risk log to include potential delays in API delivery. |
| **Actions Items** | 1. Finalize API integration requirements 2. Complete UI enhancements for the dashboard 3. Conduct testing for completed tasks |
| **Owner** | Krishnan (PM), Vedha(Developer) , Yuvraj( BA), Rajesh Kumar( Scrum Master) |
| **Due Date** | February 27,2025 |
| **Agenda Summary** | The meeting focused on reviewing the last sprint, planning tasks for the nest responsibilities for the sprint were clearly defined. |
| **Next Meeting** | |
| **Meeting Title** | Sprint Review and Retrospective |
| **Date and Time** | February 28,2025 4.00 PM |
| **Location** | Conference Room, Bangalore office |
| **Expected Attendees** | Krishnan(PM),Vedha(Developer), yuvraj(BA),Iyer(QA),Rajesh Kumar(Scrum Master, krunal (Stakeholder) |

**13. Change Tracker – Document - – prepare one Sample?**

**Ans:**

* A Change tracker document is a tool to monitor and document all changes made throughout a project.
* The documents includes essential details such as the change request date, description, the reason for the change, impact assessment and person responsible.
* By maintaining this records, team can ensure that changes are properly managed, prioritized and communicated , preventing any confusion or scope creep while ensuring the project stays on track.
* It helps to keep track of change requests, their approval status and the actions taken to implement them.

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| **Date** | **Version No** | **Document Change** | **Requested By** | **Priority / Status** | **Action Taken** | **Approved By** | **Completion Date** |
| Feb 6,2025 | CHR\_001 | Add wish list for the buy later option of products | Vedha | Medium /Approved | Development Started | Krishnan(PM) | Apr 10,2025 |
| Feb 9,2025 | CHR\_002 | Modify dashboard UI for better UX | Raja | High/In progress | Designer | In progress | In progress |
| Feb 15,2025 | CHR\_003 | Integrate Payment gateway | Sharma | High/ Approved | Integration Scheduled | Krunal | Mar 6,2025 |
| Feb 27,2025 | CHR\_004 | Add to cart to the CRM | verma | High/In progress | Developer | In progress | In progress |

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

**Ans:**

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| **Traditional Development Model** | **Agile Development Model** |
| It is a step by step approach where each phase must be completed before moving to the next, follows a rigid path | It is sequence or iterative and incremental approach where each sprint (cycle) adds improvements based on feedback |
| Requirements are gathered at the start and are expected to remain largely unchanged throughout the project | Requirements evolve throughout the development process, with continuous adaptation and review. |
| High Documentation work is required at each stage, ensuring that all are specified before development stage | Documentation work is minimal focusing on just enough details to support work on hands for working software |
| Project delivery happens only after the entire project is complete, which requires a long time | Project delivery are released incrementally after each sprints with early feedback and faster delivery of usable features |
| Changing requirements are difficult and costly to implement once the development is underway | Accommodate change requests easily with new requirements added during each sprint as the project progresses. |
| Testing is done after the development cycle completed which could delay the issues identification | Testing is integrated throughout the process with frequent checks after each sprint to identify and address issues early |
| Team work in silos with limited interaction between different role until their phase is reached | High collaboration is encouraged, with teams working together throughout the project sharing responsibilities and insights |
| Customer are not involved during the development stage of the project | Customer are involved for each features and development stage of the project |
| Best Suited for large projects with clearly defined, unchanging requirements | Ideal for smaller, flexible projects that may evolve over time and benefit from regular iterations and inputs |

**15. Explain Brainstorming Technique – Where to use?**

**Ans:** Brainstorming can be done either individually or groups which can be effective away to generate lot of ideas on a specific issue and to determine the best solution.

* It is utilized in requirements elicitation to gather variety of ideas from a group of people. The ideas collected then can reviewed and where relevant included within the system requirements.
* **Step 1: Prepare the Brainstorming** – Develop a clear and concise definition of the area of interest and determine the time limit of the group. Decide who want to participate in the topic of discussion. Establish the evaluation criteria and rating of the ideas
* **Step 2: Conduct the Brainstorming** – Discuss the new ideas without any discussion or evaluation. Record all the ideas and encourage participants to be creative and build the ideas on others. Don’t limit the number of ideas as the goal is to elicit to as many ideas as possible within the time of period
* **Step 3: Wrap up the Brainstorming** – Once the time is reached, then determine the evaluation criteria and discuss then evaluate the ideas. Create a list and combine the ideas where appropriate and eliminating duplicates and rate and prioritize the ideas and distribute the final list of ideas to appropriate the parties.
* **Uses:**

**15.1 Requirements Elicitation:** To gather diverse input from stakeholder when developing a new app it used to collect ideas from different departments such as customer service, development, marketing to determine key features that to be part of the app

**15.2 Risk Management:** To identify potential risk in a project by encouraging a group to consider all possible negative outcomes, such as delay supply shortages or safety issues in construction project to have mitigation strategies before project start

**CASE STUDY ANSWERS**

**16. What reports Accounts Departments will generate**

**Ans:**

* **Loan application Summary Report:**

This report will shows all the list of employee details of their loan applications received with the loan status, amount requested, and the HR and accounts management review.

* **Loan Approval Report:** This report shows the employee details whose application got reviewed and sent by HR and accounts department
* **Loan Rejection Report:** This report shows the employee details whose application got rejected will get informed about the status.
* **Loan Rejection Reasons Report:** This reports highlight the reasons for the loan rejections. So it helps to address issues for the future loan application to HR and accounts department
* **Loan Repayment Schedule report:** This report will shows the detail salary deductions for employees once the loan is approved ,ROI,EMI and tenure for which the employee have to repay the loan amount
* **Loan Approval Terms and Conditions Report:** This reports shows the terms and conditions of the loan approval to the employee after loan is approved from review of HR and account

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

**Ans:**

**To: Rishi@ttsgroup.com**

**CC:** [accounts@ttsgroup.com](mailto:accounts@ttsgroup.com)**,** [Hr@ttsgroup.com](mailto:Hr@ttsgroup.com)

**Subject: Loan Application Status (App no: Axx0221)**

**Dear Rishi,**

**We regret to inform you that your loan application no Axx0021 dated 25-02-2025 with amount of 10 lakhs rupees has been rejected.**

**As Per company policy we have noticed that you are not eligible for applying the loan you must have at least 4 yrs. of work experience but unfortunately, you lack of experience in the company. As per our company records, you are under 3 years of experience which is not supposed to eligible to apply for a loan .**

**Please understand that this decision were made after meticulous consideration of various aspects and it is not a reflection of your standing within the company. We appreciate your initiative in applying the loan. If you require further clarification regarding the rejection or wish to discuss potential steps for future applications, please do not hesitate to reach out to HR department.**

**Thanks & Regards,**

**Krishnan,**

**HR department Head,**

**TTS Company.**

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

**To: Rishi@ttsgroup.com**

**CC:** [accounts@ttsgroup.com](mailto:accounts@ttsgroup.com)**,** [Hr@ttsgroup.com](mailto:Hr@ttsgroup.com)

**Subject: Loan Application Status (App no: Axx0221)**

**Dear Rishi,**

**We are pleased to inform you that your loan application no Axx0021 dated 25-02-2025 with amount of 10 lakhs rupees has been approved.**

**Kindly please review the terms and conditions of the loan approved application in the attached file. If the terms and conditions are acceptable, kindly confirm your acceptance by acknowledgement of this mail by before 03-03-2025.**

**We Congratulate once again, on the approval of the loan, hope it serves your needs effectively. For any queries or further clarification kindly contact the HR department.**

**Thanks & Regards,**

**Krishnan,**

**HR department Head,**

**TTS Company.**

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

**Ans:**

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| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Application ID** | **Employee Name** | **Employee ID** | **Loan Type** | **Loan Amount Requested** | **Application Date** | **Status** | **Loan Approved (YES/NO)** | **Reason for Rejection** |
| 001 | Raju | 1001 | Personal | $2300 | 23-05-2025 | Pending | NO | Insufficient Eligibility |
| 002 | Kumar | 1020 | Education | $1400 | 10-01-2025 | Pending | NO | Document not found |
| 003 | Krisnan | 1032 | Marriage | $5000 | 30-10-2025 | Completed | YES | N/A |
| 004 | Bhuvan | 1043 | Personal | $1000 | 24-01-2025 | Completed | YES | N/A |
| 005 | Prakash | 1054 | Personal | $2000 | 11-02-2025 | Pending | NO | Insufficient Eligibility |
| 006 | Rahul | 1003 | Marriage | $2400 | 22-092025 | Completed | YES | N/A |
| 007 | Sathya | 1079 | Education | $3900 | 22-10-2025 | Pending | NO | Invalid user |
| 008 | Abilash | 1021 | Marriage | $3400 | 11-04-2025 | Pending | NO | Missing details |
| 009 | Priya | 1099 | Personal | $3300 | 10-02-2025 | Completed | YES | N/A |
| 010 | Mahesh | 1019 | Personal | $2200 | 01-09-2025 | Completed | YES | N/A |

**20. Which reporting Tools we will use for generating reports?**

**Ans:**

* **Microsoft Excel:** It is used for generating reports for data analysis and presenting in tabular form, which is easy to customise reports and dashboards
* **Microsoft Power BI:** It is the latest tool used in all over the software domain for creating detailed and dynamic reports and dashboard that can be integrated with other system widely used in all over the network. Power BI suite provides multiple software, connectors and services such Power BI desktop, BI service based on SAAS, and mobile BI apps available for different platforms.
* **Tableau:** It is basic version of data visualization tool that allows team to create interactive and real time reports suitable for BI needs, without coding. It provides the features like cleaning, organising and visualizing data. This tools shows greater performance with data analysis with the features of data blending, real time analysis,
* **Google Data Studio:** It is free reporting tool that integrates with google sheets with the creation of real time, customizable reports and dashboards.