**BA Exposure - Forums**

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**As part of the forums, I have selected 20 topics and provided brief explanations for each:**

1. **Requirement Elicitation Techniques:**
Requirement elicitation is a critical phase where business analysts gather requirements from stakeholders using methods like interviews, brainstorming, and document analysis. Proper elicitation ensures clarity in project objectives, scope, and constraints. Techniques such as JAD sessions, focus groups, and prototyping play a vital role in extracting detailed requirements. Selecting the right technique depends on stakeholder availability, project complexity, and required information depth.
2. **Stakeholder Analysis:**
Stakeholder analysis helps identify key individuals or groups who have an interest in the project. Business analysts assess stakeholders' influence, expectations, and concerns. By classifying stakeholders as primary, secondary, or tertiary, analysts can create engagement strategies to manage their involvement. Effective stakeholder analysis improves communication, reduces conflicts, and ensures project alignment with business goals.
3. **Business Process Modelling (BPM):**
Business Process Modelling visualizes business operations using diagrams such as BPMN or flowcharts. It helps analysts understand the current state of processes, identify inefficiencies, and propose improvements. BPM enhances communication between stakeholders and development teams, ensuring process alignment with business objectives. Tools like Visio, Balsamic, and Axure RP are widely used for BPM.
4. **Use Case Diagrams:**
Use case diagrams illustrate system interactions from a user's perspective. Business analysts use them to define functional requirements by showcasing actors, use cases, and their relationships. This visual tool helps clarify system behaviour, supporting developers and testers in understanding expected functionality. Use case diagrams are integral to Agile and Waterfall project methodologies.
5. **User Stories in Agile:**
User stories are concise descriptions of a feature written from the user's perspective. Each story outlines the role, action, and expected outcome (e.g., "As a customer, I want to reset my password so that I can regain account access"). Business analysts refine user stories by adding acceptance criteria to ensure testability and completion standards.
6. **SWOT Analysis for Business Analysis:**
SWOT analysis evaluates a business's strengths, weaknesses, opportunities, and threats. Business analysts use this framework to assess internal capabilities and external challenges. SWOT analysis aids strategic planning, risk identification, and informed decision-making. It ensures project decisions align with business objectives.
7. **Gap Analysis:**
Gap analysis identifies discrepancies between the current state and desired outcomes. Business analysts conduct this evaluation to determine necessary improvements in processes, systems, or strategies. It involves assessing performance metrics, analysing pain points, and proposing solutions to close gaps. This technique ensures alignment with project goals.
8. **MoSCoW Prioritization:**
The MoSCoW technique categorizes requirements into Must-have, Should-have, Could-have, and Won't-have priorities. Business analysts use this method to define critical deliverables and manage scope effectively. MoSCoW prioritization ensures that essential features are delivered within timelines while balancing optional requirements.
9. **Functional and Non-Functional Requirements:**
Functional requirements describe what a system should do, such as specific features or processes. Non-functional requirements define system attributes like performance, security, and scalability. Business analysts distinguish between these to ensure the solution meets both operational and technical expectations.
10. **Requirement Traceability Matrix (RTM):**
A Requirement Traceability Matrix (RTM)maps requirements to their corresponding test cases, ensuring complete coverage during validation. Business analysts use RTMs to track requirement changes, identify gaps, and confirm deliverables. This document ensures that all stakeholder needs are met throughout the project lifecycle.
11. **Agile Framework in Business Analysis:**
Agile methodologies like Scrum and Kanban emphasize collaboration, adaptability, and iterative progress. Business analysts play a crucial role in refining product backlogs, defining user stories, and participating in sprint planning. Agile frameworks enhance flexibility and ensure faster delivery of customer-centric solutions.
12. **Impact Analysis:**
Impact analysis evaluates the potential effects of proposed changes on existing systems, processes, and stakeholders. Business analysts perform this assessment to identify risks, dependencies, and required resources. It ensures informed decision-making and minimizes disruptions during implementation.
13. **Process Reengineering:**
Business process reengineering (BPR) focuses on redesigning workflows to improve efficiency and effectiveness. Business analysts identify bottlenecks, automate tasks, and align processes with organizational goals. BPR often involves technological upgrades, reducing manual efforts and improving overall performance.
14. **Change Management:**
Change management involves planning, executing, and supporting organizational transitions. Business analysts collaborate with stakeholders to ensure smooth adoption of new processes or systems. They create communication plans, training programs, and risk mitigation strategies to ease the transition.
15. **Data Mapping in Business Analysis:**
Data mapping defines relationships between data elements across systems. Business analysts use this technique during data migration, integration, and reporting projects. Accurate data mapping ensures consistency, integrity, and reliable information flow between systems.
16. **Wireframing and Prototyping:**
Wireframes are low-fidelity sketches that visualize system interfaces, while prototypes provide interactive designs for testing. Business analysts create these to gather user feedback early in the design process. Tools like Balsamiq, Axure, and Figma are commonly used for this purpose.
17. **Risk Management in Projects:**
Business analysts identify potential risks that may impact project success. They assess risk probability, severity, and mitigation strategies. Risk registers help track identified risks, ensuring proactive measures are implemented to reduce potential threats.
18. **Feasibility Analysis:**
Feasibility analysis assesses a project's technical, economic, and operational viability. Business analysts conduct this evaluation before initiating projects to ensure realistic goals, resource availability, and achievable timelines. This analysis helps stakeholders make informed investment decisions.
19. **Business Rules Documentation:**
Business rules define conditions, constraints, and actions that guide system behaviour. Business analysts document these rules to ensure clear logic for developers, testers, and end-users. Accurate rule documentation minimizes ambiguity and enhances system consistency.
20. **Creating Test Cases for Requirements:**
Business Analysts design detailed test cases to validate system behaviour against requirements. This ensures the final product meets stakeholder expectations and reduces defects. These test cases cover various scenarios, including positive, negative, and boundary conditions, ensuring comprehensive testing. By collaborating with developers and testers, Business Analysts help identify gaps, ambiguities, and inconsistencies early in the process, improving overall product quality.