**Question1- What is the difference between brainstorming and JAD.**

**BRAINSTORMING-**

* Assemble of SME or domain expert for generating wide range of innovative ideas.
* Open and free flowing environment.

**JAD SESSION**

* It involves collaboration between stakeholders and technical team or system analyst to identify needs or detailed requirement
* Structured and facilitated by a trained facilitator, following predefined activities and techniques.

**Question2- Why document analysis is one of the compulsory technique we use in a project.**

Document analysis is used to review and extract relevant information from the existing documents, research paper, project artifacts, memos, policies. It is a compulsory process requirement elicitation techniques because it help us in gathering historical data, and existing workflows, provide clarity on business rules and process and acts as reference and baseline to generate to new ideas.

**Question 3- In which context we will use reverse engineering**?

ANSWER- Reverse engineering is the process of understanding existing system, product or process to understand it’s component, functionality and structure often without the original documentation.

Context where reverse engineering is used

* Understanding the legacy of a system.-

When documentation is missing or outdated.

Helps BA understand how an old system works before proposing upgrades or replacements.

* Software migration and modernization- needed when migration from an old system to a new system.
* Product analysis and competitor Research.

**Question 4- What is the difference between brainstorming and focus group.**

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| --- | --- |
| BRAINSTORMING | FOCUS GROUP |
| A creative idea solution where participants freely suggest solution without criticism | A structured discussion where selected participants provide feedback on a product service and idea |
| To generate multiple ideas quickly | To generate feedback opinions from a target group |
| SME, team members, stakeholders are involved | Selected group of users/ customers or stakeholders |
| A broad range of ideas for further refinement | In-depth insights and qualitative feedback |
| New product features ideas | Testing customer reaction to a product |

**Question 5-Observation Technique – Explain both Active and Passive approaches**

In Business Analysis, **observation** is a technique where the analyst **watches how users or stakeholders perform their tasks** to understand processes, challenges, and system usage — instead of just relying on interviews or documents.

**Active/visible**- In this approach, while business analyst observe the current process also she may dialog with the worker. When the BA has questions as to why something is being done as it is she asks the question right away, even if it breaks the routinr of the person being observed. In this approach the BA might even participate in the work to gain an immediate appreciation for how the current process works.

**Passive/visible-** In this approach, the business analyst observes the subject matter expert working through the business routine but does not ask questions. The business analyst writes notes about what he/she sees, but otherwise stays out of the way. The BA waits until the entire process has been completed before asking any questions.

**Question 6- How you conduct the Requirements Workshop-**

It’s a **structured meeting** where stakeholders, subject matter experts (SMEs), business analysts, and sometimes developers come together to **discuss and finalize requirements** for a project, process, or product.

**Conducting a requirement Workshop**

**Prepare the requirement**

* Define the objective, clarify the stakeholder’s need.
* Identify and list down the stakeholders
* Define the workshop agenda
* Determine what means will be used to document the output of the workshop
* Schedule the session send invites
* Arrange logistic and equipment
* Send materials in advance to prepare the attendees and increase productivity at the meeting.

**Run the requirement workshop**

* Start with a quick intro
* Encourage open discussion
* Keep the workshop on track and manage the meeting
* Ensure that all stakeholders participate and have their input heard.
* Ask the right questions analyze the information being provided at the session by the stakeholders, follow-up with probing question, if necessary. The Scribe’s role is to document the business requirements in the format determine prior to he workshop.

**Wrap up and follow-up**

* Summarize the key outcomes
* Confirm action items, who own it.
* Send minute meting

**Question-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 –**

An **Interview** is a **one-on-one** or small-group conversation between the **Business Analyst (BA)** and **stakeholders or Subject Matter Experts (SMEs)** to gather business requirements, understand problems, or validate solutions.

When we conduct interviews

* When requirements are not well understood or we find any conflict in the requirements.
* We need deep insights from an individuals
* Stakeholders not available for group discussion
* When validating existing requirements or assumptions.

There are mainly 2 approaches in conducting requirements.

**Structured interview-** Here, we prepare a list of standard question in advance, all stakeholders are asked the same set of questions, helps in standardizing responses and comparing answers.

**Unstructured Interview-** Here the questions are more open-ended and informal, we have a general goal but the flow is flexible. Useful for exploring unknown areas and getting stakeholder’s opinion.

**Difference between open ended and close ended**

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| --- | --- |
| Open ended | Close ended |
| Question that allowed detailed descriptive answers | Question with fixed and short responses like yes/no |
| Used to explore opinions, feelings or complex problem | Used to get specific choice, confirmation |
| It is often used in the early stage of requirement gathering | Later stages used for validation and confirmation |
|  |  |
|  |  |

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

It’s a **requirement elicitation technique** where the **Business Analyst creates a set of structured questions** and shares them with **multiple stakeholders or users** — typically via online forms or emails — to gather information

* We use questionnaire when we need to collect feedback from a large group
* When stakeholders are geographically distributed
* When we want qualitative data( ratings, percentage, counts)

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

Sorting requirements is a crucial step in the requirement engineering process, where the gathered requirement are organized and prioritized based on their importance, relevance and feasibility. This helps in identifying the most critical and high priority requirement for the development or implementation of a product system.

Key tasks are

Define stakeholder needs

Identify business needs and divide them into functional and nonfunctional requirements

Create group of similar requirements

Create supporting artifacts

**Q10. Priorities the Requirements – –Where we will use? Give one example**

Prioritizing requirement involves determining the order in which to address them, ensuring that the most important ones are tackled first. This process helps teams manage resources effectively, avoid missing deadlines, and ensures the product meets the needs of stakeholders.

The decision is based on Business rule, risk, Cost, Time, Strategy/Stakeholders urgency

The major roles are customers, Developers, business owners.

Why Prioritization matter?

**Resource management-** Team can avoid missing deadlines and ensures on-time delivery.

**Stakeholder Satisfaction-** helps align with stakeholder needs and expectation

**Product Success-** team can increase the likelihood of product success and achieve business goals.

Where and when do we use?- During project planning, release planning, creating MVP.

**Popular techniques**

**Moscow, Top 10 requirements, 100 point method**

**Q11. Weekly status reporting – How we will drive?**

To effectively drive weekly status reporting, follow these steps

Define reporting requirements

Set reporting frequency and deadline

Standardize reporting format

Communicate expectations

Provide guidance and support

Remind and follow up

Review and consolidated report

Share and discuss the reports

Act on the findings.

**Question 12 MOM (Meeting minutes document). Prepare and sample**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| DATE |  | | | |
| TIME |  | | | |
| LOCATION |  | | | |
| ATTENDEES | NAME( DESIGNATION)  NAME (DESIGNATION) | | | |
| AGENDA | AGENDA 1  AGENDA2 | | | |
| DISCUSSION SUMMARY | AGENDA1:  KEY POINTS DISCUSSED  DECISIONS MADE  ACTION ITEM | | | |
| ACTION ITEM | TASK | RESPONSIBE PERSON NAME | DUE DATE | STATUS |
| NEXT MEETING DETAILS |  | | | |
| DATE |  | | | |
| TIME |  | | | |
| LOCATION |  | | | |
| AGENDA |  | | | |
|  |  | | | |

Tools to prepare meeting minutes docs.

Jira Confluence, MS, Hugo,fireflies.ai

**Question 13- Change tracker**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Change ID | DATE | CHANGE DESCRIPTION | REQUESTED BY | PRIORITY | STATUS | ASSISGENED TO | COMMENTS | APPROVED TO | APPROVED DATE |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |

**Question 14- Difference between Agile and Waterfall model**

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| --- | --- |
| **AGILE MODEL** | **WATERFALL MODEL** |
| Iterative and incremental | Sequential and linear |
| Change is accepted at any stage | Change is not accepted during the process |
| Phases are divided in sprints | Phases are divided into( requirements, design, developments, testing, deployment) |
| High customer involvement with continuous feedback | Low customer involvement and feedback received at the end |
| Working software delivered in small increments | Entire product delivered at the end |
| Continuous testing with each iteration | Testing happens after the development |
| Changing requirement | Fix requirement and predictable scope |

**Question 15-Explain brainstorming technique and where to use?**

Brainstorming is a creative problem solving technique where a group of people gathered and shared their ideas in a free flowing and unstructured manner. The goal is to encourage innovative idea without criticism and judgments.

Generally the domain experts of 13-10 assemble and share their ideas, we need to write down the suggestion (tools like MIRO, sticky notes). Discuss the ideas using the 5W1H. SORT the requirements, group similar ideas and priorities the requirements.

Some common scenario where brainstorming is useful

* Idea generation
* Project planning
* Problem solving
* Innovation and product development
* Strategic planning

**Question 16- What reports accounts department will generate**.

**Financial reports**- Balance sheet, Profit and loss, cash flow statement

Accounts payable and receivable, expense and cost analysis report, budget and forecasting report, KPI reports.

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

**TO-** employee@123

Sub- Loan rejected reason

Dear, yusxx

Thank you for submitting the loan application PL029134

After a careful review from the HR dept. and accounts DEPT,we regret to inform you that the application has been rejected for the due reason

We understand this may be disappointing and assure you that the decision was made after a thorough evaluation of the application criteria.

You may reapply after X months, provided the eligibility criteria are met.

For further query feel free to reach out to us.

Regards.

HR Dept.

Contact-

**Question18. What is the structure of the message/mail communicated from the HR department to the employee in case the Loan is approved?**

To- employee@mail.com

Sub- Loan approval.

Dear, x

We are pleased to inform you that your loan request submitted on **[Loan Request Date]** has been **approved** after careful review by the HR and Accounts departments.

Please find below the details of your approved loan:

**Loan Type:** [e.g., Personal Loan / Emergency Loan]

**Loan Amount Approved:** ₹ [Amount]

**Interest Rate:** [e.g., 7.5% per annum]

**Repayment Tenure:** [e.g., 12 months]

**Monthly EMI Deduction:** ₹ [EMI Amount]

**Repayment Start Date:**

Please find the attached document of Loan approval, terms and condition, repayment schedule below for your review. If you agree with it, kindly acknowledge this email and send a signed copy of the Loan approval application form in before 23/09/25.

If you have any queries or need assistance feel free to contact us.

Warm Regards.

Name- yxuu

HR DEPT.

Phone no.

[hr@mail.com](mailto:hr@mail.com)

**Q19. Design a sample report on the Loans applications Received by the accounts department**

|  |  |  |  |
| --- | --- | --- | --- |
| **Loan Application ID** | **Application Name** | **Loan amount** | **Status** |
| **PL 023** | **GJHGJH** | **500000** | **APPROVED** |
| **PL340** | **YUWYTWYU** | **4000000** | **PENDING** |
| **PL560** | **IUIOH** | **4500000** | **PENDING** |
| **PL 450** | **JOIJOI** | **2300000** | **REJECTED** |
| **PL340** | **HGIUI** | **40000000** | **REJECTED** |

**Question 20-Which reporting Tools we will use for generating reports**

Some of the reporting tools that we can use are

**Microsoft Excel**- It is widely used spreadsheet software that offers powerful data analaysis and reporting capabilities.

**Tableau**- Tableau is a leading data visualization and reporting tool that enables users to create interactive and visually appealing reports and dashboards.

**Power BI-** It is developed by Microsoft, is a business Intelligence tool that allows users to connect, transform and visualize data from different sources.