**Online Agriculture Products Store**

Mr. Henry, after being successful as a businessman and has become one of the wealthiest persons in the city. Now, Mr. Henry wants to help others to fulfil their dreams. One day, Mr. Henry went to meet his childhood friends Peter, Kevin and Ben. They live in a remote village and do farming. Mr. Henry asked his friends if they are facing any difficulties in their day-to-day work. Peter told Mr. Henry that he is facing difficulties in procuring fertilizers which are very important for farm. Kevin said that he is also facing the same problem in-case of buying seeds for farming certain crops. Ben raised his concern on lack of pesticides which could help in greatly reducing pests in crops. After listening to all his friends’ problems, Mr. Henry thought that this is a crucial problem faced not only by his friends but also by so many other farmers. So, Mr. Henry decided to make an online agriculture product store to facilitate remote area farmers to buy agriculture products. Through this Online Web / mobile Application, Farmers and Companies (Fertilizers, seeds and pesticides manufacturing Companies) can communicate directly with each other. The main purpose to build this online store is to facilitate farmers to buy seeds, pesticides, and fertilizers from anywhere through internet connectivity. Since new users are involved, Application should be user friendly. This new application should be able to accept the product (fertilizers, seeds, pesticides) details from the manufacturers and should be able to display them to the Farmers. Farmers will browse through these products and select the products what they need and request to buy them and deliver them to farmers location. Mr. Henry has given this project through his Company SOONY. In SOONY Company, Mr Pandu is Financial Head and Mr Dooku is Project Coordinator. Mr. Henry , Mr Pandu , and Mr Dooku formed one Committee and gave this project to APT IT SOLUTIONS company for Budget 2 Crores INR and 18 months Duration under CSR initiative. Peter, Kevin and Ben are helping the Committee and can be considered as Stakeholders share requirements for the Project.

Mr Karthik is the Delivery Head in APT IT SOLUTIONS company and he reached out to Mr Henry through his connects and Bagged this project. APT IT SOLUTIONS company have Talent pool Available for this Project. Mr Vandanam is project Manager, Ms. Juhi is Senior Java Developer, Mr Teyson, Ms Lucie, Mr Tucker, Mr Bravo are Java Developers. Network Admin is Mr Mike and DB Admin is John. Mr Jason and Ms Alekya are the Tester. And you joined this team as a BA.

**Question 1-** **BPM**

**Identify Business Process Model for Online Agriculture Store – (Goal, Inputs, Resources, Outputs, Activities, Value created to the end Customer)?**

**Answer:**

* Goal: To facilitate remote farmers to buy seeds, fertilizers, and pesticides easily through an online platform.
* Inputs: Product information from manufacturers (fertilizers, seeds, pesticides), farmer requirements, delivery address, payment details.
* Resources: Farmers, manufacturers, web/mobile application, development team, logistics.
* Outputs: Ordered agricultural products delivered to farmers' locations.
* Activities: Manufacturer registration, product listing, farmer browsing, order placement, payment, and product delivery.
* Value Created: Easy accessibility, cost and time savings, improved agricultural productivity, direct communication between farmers and manufacturers.

**Question 2 – SWOT**

**Mr Karthik is doing SWOT analysis before he accepts this project. What Aspects he Should consider as Strengths, as Weaknesses, as Opportunity and as Threats?**

**Answer:**

**Strengths:**

* Availability of skilled technical team.
* Defined budget and timeline.
* High social impact (CSR initiative).

**Weaknesses:**

* Logistic challenges in rural areas.
* Dependency on manufacturers' participation.

**Opportunities:**

* Large underserved rural market.
* Expansion to other agricultural services.

**Threats:**

* Competition from existing platforms.
* Internet connectivity issues in remote areas.

**Question 3 – Feasibility study-** **(Technology: Java)**

**Mr Karthik is trying to do feasibility study on doing this project in Technology (Java), Please help him with points (HW SW Trained Resources Budget Time frame) to consider in feasibility Study?**

**Answer:**

* Hardware: Servers (cloud-based or dedicated), network devices, mobile testing devices.
* Software: Java frameworks (Spring, Hibernate), database (MySQL/PostgreSQL), front-end tools (React, Angular).
* Trained Resources: Java Developers, Testers, DB Admin, Network Admin, Project Manager, Business Analyst.
* Budget: INR 2 Crores allocated.
* Timeframe: 18 months duration.

**Question 4 – Gap Analysis (AS-IS vs TO-BE)**

**Mr Karthik must submit Gap Analysis to Mr Henry to convince to initiate this project. What points (compare AS-IS existing process with TO-BE future Process) to showcase in the GAP Analysis?**

**Answer:**

**AS-IS Process:**

* Farmers travel to nearby towns for buying agricultural products.
* Dependence on middlemen and local suppliers.
* Limited access, higher costs, limited product variety.

**TO-BE Process:**

* Farmers buy directly online.
* Wider product access at competitive pricing.
* Direct communication with manufacturers.
* Home delivery of products, saving time and money.

**Question 5 – Risk Analysis (BA Risks and Process/Project Risks)**

**List down different risk factors that may be involved (BA Risks And process/Project Risks)?**

**Answer:**

**BA Risks:**

* Incomplete or misunderstood requirements.
* Misalignment between user expectations and technical delivery.
* Scope creep due to evolving needs.

**Project/Process Risks:**

* Time overruns and budget overshoots.
* Technological challenges (low bandwidth areas).
* Adoption resistance from farmers.
* Regulatory compliance issues.

**Question 6 – Stakeholder Analysis (RACI Matrix)**

**Perform stakeholder analysis (RACI Matrix) to find out the key stakeholders who can take Decisions and Who are the influencers?**

**Answer:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Task** | **Responsible (R)** | **Accountable (A)** | **Consulted (C)** | **Informed (I)** |
| Project Approval | Mr. Henry | Mr. Henry | Mr. Pandu, Mr. Dooku | Team |
| Budget Finalization | Mr. Pandu | Mr. Henry | Mr. Dooku | Team |
| Requirement Gathering | BA | PM | Farmers (Peter, Kevin, Ben) | Team |
| Design and Development | Developers | PM | BA | Testers |
| Testing | Testers | PM | Developers | BA |
| UAT | Testers, BA | PM | Farmers | Developers |

**Question 7 – Business Case Document**

**Help Mr Karthik to prepare a business case document?**

**Answer:**

The Online Agriculture Product Store is proposed to connect farmers and manufacturers, reducing dependency on middlemen and facilitating easy procurement. With a budget of 2 Crores INR and a timeline of 18 months, this project aligns with SOONY’s CSR goals. Early access to essential farming products will increase productivity, reduce costs for farmers, and create social impact. It is financially viable, socially responsible, and technically feasible with available skilled resources.

**Question 8 – Four SDLC Methodologies**

**The Committee of Mr. Henry , Mr Pandu , and Mr Dooku and Mr Karthik are having a discussion on Project Development Approach.**

**Mr Karthik explained to Mr. Henry about SDLC. And four methodologies like Sequential Iterative Evolutionary and Agile. Please share your thoughts and clarity on Methodologies?**

**Answer:**

When explaining the different Software Development Life Cycle (SDLC) methodologies, it’s essential to highlight the key characteristics, benefits, and potential challenges of each approach. This will help the committee—Mr. Henry, Mr. Pandu, Mr. Dooku, and Mr. Karthik—understand which approach aligns best with the Online Agriculture Store project.

Here is a summary of the four SDLC methodologies discussed:

**1. Sequential Methodology (Waterfall)**

The Waterfall Model is a traditional, linear approach where development flows sequentially through stages such as Requirements Gathering, Design, Development, Testing, Deployment, and Maintenance.

**Key Characteristics:**

* Each phase must be completed before moving on to the next.
* Requirements are gathered in detail at the beginning and remain fixed throughout the project.
* There is little scope for changes once the project is underway.

**Benefits:**

* Clear structure and easy to understand.
* Works well for projects with well-defined requirements.
* Easier to manage because progress is measured at the completion of each phase.

**Challenges:**

* Inflexible when changes are needed mid-project.
* Testing occurs late in the process, which can lead to costly changes if issues are found.
* High risk if requirements are not fully understood or change over time.

**Best Suited For:**

* Projects with stable, well-understood requirements.
* Small or simple projects with minimal expected changes.

**2. Iterative Methodology**

**The Iterative Model breaks down development into small, manageable iterations. Each iteration includes all phases of development but focuses on a portion of the system.**

**Key Characteristics:**

* The project is broken into iterations or mini-cycles, where each iteration delivers a working product.
* Early iterations may deliver limited functionality, but the product improves with each cycle.
* Feedback is gathered early and used to refine future iterations.

Benefits:

* Allows for progressive improvement, with each iteration building on the previous one.
* Issues are identified early and can be resolved in subsequent iterations.
* Flexibility to accommodate changing requirements.

Challenges:

* Requires careful planning to ensure each iteration adds value.
* Iterations must be managed to avoid scope creep (uncontrolled growth in the project’s scope).

Best Suited For:

* Projects where the requirements are not fully understood from the beginning.
* Medium-sized projects where the flexibility to adapt is required.

3. Evolutionary Methodology

The Evolutionary Model is a variation of the iterative approach, where the system evolves over time based on user feedback. It emphasizes delivering functional components early and improving them over time.

Key Characteristics:

* Initial versions may have limited functionality but are rapidly deployed to the users.
* New features and improvements are added as the system evolves.
* User feedback plays a key role in shaping the system.

Benefits:

* Rapid delivery of usable software to stakeholders.
* High user involvement ensures the system evolves according to actual needs.
* Reduces risk as users can see early versions and provide feedback.

Challenges:

* May lead to incomplete documentation as development focuses more on rapid delivery.
* Frequent changes can lead to complexity in managing versions and integrating new features.

Best Suited For:

* Complex projects where user needs are likely to evolve.
* Projects with long durations where feedback-driven changes are expected.

4. Agile Methodology

Agile is a flexible, incremental approach that promotes continuous improvement through short cycles (sprints). It values collaboration, adaptability, and delivering working software frequently.

Key Characteristics:

* Development is done in small increments (sprints), typically lasting 2-4 weeks.
* Emphasis on collaboration with stakeholders and flexibility to adapt to changes.
* Continuous feedback from users and regular testing throughout the project.

Benefits:

* High flexibility and responsiveness to changing requirements.
* Continuous delivery of working software increases stakeholder satisfaction.
* Problems are identified early, and improvements are made throughout development.

Challenges:

* Requires close collaboration and continuous involvement from the client.
* Less focus on comprehensive documentation, which can cause challenges in future maintenance.
* Scope creep can occur if changes are not carefully managed.

Best Suited For:

* Projects where requirements are expected to evolve over time.
* Projects with high stakeholder involvement.
* Large, complex projects with multiple stakeholders and evolving business needs.

Recommendation for the Online Agriculture Store Project

Given the nature of the Online Agriculture Store project, the Agile Methodology seems like the most suitable approach for several reasons:

* Evolving Requirements: As the project progresses, feedback from stakeholders (farmers and manufacturers) will be critical to shaping the platform’s features. Agile’s flexibility will allow the team to adapt to changes quickly.
* High Stakeholder Involvement: The project involves multiple stakeholders (farmers, manufacturers, SOONY, and APT IT Solutions), and continuous collaboration is needed to ensure the platform meets all needs.
* Incremental Delivery: Agile will allow the project team to deliver small, usable increments of the platform, ensuring early and ongoing value to farmers while providing opportunities for feedback and improvement.

However, if the committee prefers a more structured approach with well-defined requirements from the outset and limited scope for changes, the Waterfall (Sequential) methodology could also be considered.

Ultimately, Agile seems the best fit due to its flexibility, stakeholder engagement, and ability to deliver continuous value in this evolving project.

**Question 9 – Waterfall RUP Spiral and Scrum Model**

**They discussed models in SDLC like waterfall RUP Spiral and Scrum . You put forth your understanding on these models**

**When the APT IT SOLUTIONS company got the project to make this online agriculture product store, there is a difference of opinion between a couple of SMEs and the project team regarding which methodology would be more suitable for this project. SMEs are stressing on using the V model and the project team is leaning more onto the side of waterfall model. As a business analyst, which methodology do you think would be better for this project?**

**Answer:**

Both the Waterfall model and the V-Model (Verification and Validation model) are structured, sequential SDLC methodologies. Given the nature of the Online Agriculture Product Store project, the selection of the most appropriate methodology depends on several factors, such as project complexity, stakeholder involvement, flexibility in requirements, and risk mitigation. Below is an overview of the two models, followed by a recommendation based on the context.

Waterfall Model Overview

The Waterfall Model is a linear and sequential approach where each phase of the SDLC must be completed before moving to the next. It is commonly used in projects with well-defined requirements.

Key Characteristics:

* Phases: Requirements → Design → Implementation → Testing → Deployment → Maintenance.
* Progress flows downwards like a waterfall; no overlap between phases.
* Testing happens at the end of the development cycle.

Advantages:

* Structured and Easy to Understand: The clear, defined phases make project management straightforward.
* Good for Well-Defined Requirements: Ideal when requirements are known upfront and unlikely to change.
* Documentation Focused: Extensive documentation makes it easy to track project progress.

Disadvantages:

* Inflexible to Changes: Changes are difficult and costly to implement once a phase is completed.
* Late Testing: Problems may only be discovered at the end of the cycle, making them harder and more expensive to fix.
* Risk of Misalignment: If the requirements are not fully understood at the start, the end product may not meet the stakeholders' expectations.

V-Model (Verification and Validation Model) Overview

The V-Model is an extension of the Waterfall model where the testing phase is mapped alongside each corresponding development phase. Testing happens at every stage of development, rather than waiting until the end of the project.

Key Characteristics:

* Every development phase has a corresponding testing phase.
* Phases: Requirement analysis → System design → Architectural design → Module design → Coding (left side of the "V") and corresponding Validation phases like Unit Testing, Integration Testing, System Testing, and Acceptance Testing (right side of the "V").
* Parallel Testing: Validation and verification processes happen in parallel, ensuring early defect detection.

Advantages:

* Early Testing: Testing occurs throughout the project, reducing the risk of finding major defects late in the process.
* High-Quality Output: Since each phase has a corresponding validation, the system is thoroughly tested at each stage.
* Risk Reduction: Early identification and resolution of issues lead to higher overall quality and reduced project risks.

Disadvantages:

* Rigid Structure: Similar to Waterfall, it’s difficult to implement changes once the process has started.
* Well-Defined Requirements Needed: Works best when requirements are clear and stable, as changes can disrupt both development and testing.

Comparison in the Context of the Online Agriculture Store Project

1. Nature of the Project:
   * The project involves an online platform that will be used by farmers and manufacturers. It is likely that user needs and expectations may evolve as the platform is developed, especially since many of the users may not be fully aware of their digital needs at the outset.
   * Stakeholders such as farmers (Peter, Kevin, Ben) may provide feedback as the project progresses, meaning flexibility is important.
2. Requirement Uncertainty:
   * Although some of the core requirements like product listings, purchasing, and delivery logistics are clear, new functionalities may emerge based on feedback during development.
   * Both Waterfall and V-Model require requirements to be well-defined upfront, which may not fully accommodate evolving requirements. However, V-Model ensures better quality control with earlier testing and validation.
3. Testing and Quality Assurance:
   * Given the critical nature of this project—where farmers will depend on the platform for purchasing essential products—thorough testing is crucial. Early and frequent validation of the system can help ensure that defects are caught early.
   * The V-Model emphasizes continuous testing alongside development, which would improve quality and reduce risks associated with delivering a system that may have bugs or usability issues, especially in a digital environment where user adoption is critical.
4. Risk Mitigation:
   * The V-Model would allow for early detection of issues through its iterative testing approach, reducing the risk of costly rework towards the end of the project.
   * The Waterfall Model, while simple, delays testing until after the system has been built, which can result in higher project risks, especially if the project requirements were not fully understood or evolve during the project.

Recommendation: V-Model Over Waterfall

Considering the nature of the project, the V-Model appears to be the better choice. Here’s why:

* Early Testing and Validation: The V-Model ensures that for every development phase, there is a corresponding testing phase. This would be particularly beneficial for the Online Agriculture Store, as issues in functionality, usability, or performance can be identified and addressed early.
* High-Quality Product Delivery: As this platform is targeted toward a potentially digitally inexperienced audience (farmers in remote areas), quality and user-friendliness are paramount. The V-Model’s structured approach to validation at each stage will ensure that the final product is robust, user-friendly, and bug-free.
* Adaptability to Feedback: Although both models are sequential and not inherently flexible to changes mid-development, the V-Model’s continuous verification allows the project team to adjust the system based on test outcomes, mitigating risks that may arise from poor understanding of requirements or later changes.
* Risk Management: In projects where user acceptance and system reliability are key, the V-Model reduces risks through constant validation and testing. The iterative approach to validation also increases confidence in the quality of the system before the final deployment.

Additional Consideration: Agile or Hybrid Approach

If the requirements are expected to change frequently, an Agile or Hybrid approach (Agile + V-Model) might be worth considering. Agile allows for more flexibility in development while retaining the benefits of early testing from the V-Model. However, if a strictly sequential approach is required, the V-Model is still the more suitable choice compared to Waterfall.

In conclusion, the V-Model aligns better with the project needs due to its focus on early defect detection, higher quality assurance, and better risk mitigation, making it a more suitable methodology than the Waterfall model for this project.

**Question 10 – Waterfall Vs V-Model?**

**20Write down the differences between waterfall model and V model.**

**Answer:**

|  |  |  |
| --- | --- | --- |
| **Aspect** | **Waterfall Model** | **V-Model** |
| **1. Structure** | **Linear, sequential model.** | **Linear, sequential with parallel testing phases.** |
| **2. Testing Phase** | **Testing is a separate phase after development.** | **Testing happens in parallel with each development phase.** |
| **3. Development Flow** | **Development flows downwards like a waterfall.** | **Development and testing follow a "V" shape, with corresponding testing activities for each phase.** |
| **4. Flexibility** | **Rigid, difficult to make changes once a phase is completed.** | **Rigid, but better at catching errors early due to parallel testing.** |
| **5. Focus on Testing** | **Testing happens only after the entire product is developed.** | **Testing starts early and happens alongside each development phase.** |
| **6. Error Detection** | **Errors are typically found late in the development process.** | **Errors are found earlier due to continuous testing.** |
| **7. Risk Management** | **High risk of finding major issues late in the project.** | **Lower risk as testing is done throughout the project, reducing late-stage errors.** |
| **8. Requirement Changes** | **Requirement changes are difficult to accommodate once development starts.** | **Requirement changes are still difficult, but early validation reduces risk of misalignment.** |
| **9. Documentation** | **Extensive documentation is typically done at each stage.** | **Similarly requires documentation, but with an emphasis on testing documents as well.** |
| **10. Process Flow** | **One-way process; no feedback loops between phases.** | **Two-way process with feedback from testing to development.** |
| **11. Testing Delays** | **Testing delays can push the project timeline due to late testing.** | **Testing is built into the timeline, so there are fewer delays at the end.** |
| **12. Test Planning** | **Test planning is usually done after coding is complete.** | **Test planning is done in parallel with requirements analysis and design phases.** |
| **13. Phases** | **Divided into phases like Requirements, Design, Development, Testing, Deployment.** | **Divided into similar phases but each development phase has a corresponding testing phase.** |
| **14. Change Control** | **High change control due to the rigid structure.** | **Slightly more adaptable due to early testing and validation.** |
| **15. Adaptability** | **Not very adaptable to changes during development.** | **Adaptability is low, but early detection of issues through validation makes corrections easier.** |
| **16. User Involvement** | **Users are involved mostly in the beginning (requirements) and at the end (user acceptance).** | **Users can be involved in verification and validation phases for continuous feedback.** |
| **17. Application Suitability** | **Best suited for projects with well-understood requirements.** | **Best suited for projects where product quality and early testing are critical.** |
| **18. Cost of Errors** | **High cost of fixing errors because they are found late.** | **Lower cost of fixing errors due to early detection through parallel testing.** |
| **19. Development Phases** | **Phases proceed one after the other without overlap.** | **Development phases have corresponding testing phases running in parallel.** |
| **20. Project Size** | **Suitable for small to medium-sized projects with stable requirements.** | **Suitable for medium to large-sized projects where quality assurance is critical.** |
| **21. Feedback Mechanism** | **Minimal feedback until the project is nearly complete.** | **Continuous feedback through testing phases during development.** |
| **22. Test Case Development** | **Test cases are developed after the coding phase.** | **Test cases are developed as early as the requirements phase.** |
| **23. Project Timeline** | **Longer project timeline due to testing at the end.** | **Slightly shorter timeline due to simultaneous testing with development.** |
| **24. Integration Testing** | **Happens late, usually after the system is developed.** | **Happens throughout development, reducing integration issues.** |
| **25. Error Propagation** | **Errors propagate through phases if not caught early, leading to rework.** | **Errors are caught early in corresponding test phases, reducing error propagation.** |

**Question 11 – Justify your choice?**

**As a BA, state your reason for choosing one model for this project?**

**Answer:**

I recommend using the V-Model because it provides early validation and reduces risk through continuous testing. Since the project deals with end-users with low technical literacy (farmers), ensuring high quality and usability from the beginning is critical.

**Question 12 – Gantt Chart**

**The Committee of Mr. Henry, Mr Pandu, and Mr Dooku discussed with Mr Karthik and finalised on the V Model approach (RG, RA, Design, D1, T1, D2, T2, D3, T3, D4, T4 and UAT) Mr Vandanam is mapped as a PM to this project. He studies this Project and Prepares a Gantt chart with V Model (RG, RA, Design, D1, T1, D2, T2, D3, T3, D4, T4 and UAT) as development process and the Resources are PM, BA, Java Developers, testers, DB Admin, NW Admin.**

**Answer:**

In this scenario, Mr. Vandanam, the Project Manager (PM), is tasked with preparing a Gantt chart for the Online Agriculture Product Store project following the V-Model approach. The development process is broken down into key phases: Requirements Gathering (RG), Requirements Analysis (RA), Design, Development (D1, D2, D3, D4), Testing (T1, T2, T3, T4), and User Acceptance Testing (UAT).

**Gantt Chart Breakdown with Assigned Resources**

Here is how Mr. Vandanam might structure the Gantt chart with the V-Model phases and the assigned resources:

|  |  |  |  |
| --- | --- | --- | --- |
| **Phases** | **Duration** | **Resource(s) Involved** | **Description of Activities** |
| **RG (Requirements Gathering)** | 2 weeks | BA, PM, Stakeholders (Peter, Kevin, Ben) | Collect and define high-level functional and non-functional requirements from stakeholders. |
| **RA (Requirements Analysis)** | 2 weeks | BA, PM | Analyze requirements, define scope, create detailed specifications, and prepare the requirement documentation. |
| **Design** | 3 weeks | BA, Java Developers, PM, DB Admin, NW Admin | Create system design, architecture, database schema, and network setup plans. |
| **D1 (Development Phase 1)** | 4 weeks | Java Developers, DB Admin | Develop core functionality (e.g., product catalog, procurement workflows). |
| **T1 (Testing Phase 1)** | 2 weeks | Testers, PM | Unit and functional testing for the first development phase. |
| **D2 (Development Phase 2)** | 4 weeks | Java Developers, DB Admin | Develop additional functionality (e.g., order management, user registration). |
| **T2 (Testing Phase 2)** | 2 weeks | Testers, PM | Testing for the second development phase. |
| **D3 (Development Phase 3)** | 4 weeks | Java Developers, DB Admin, NW Admin | Develop backend integration (e.g., payment gateway, database connectivity). |

**Question 13 – Fixed Bid Vs Billing?**

**Answer:**

* **Fixed Bid:**
  + **Agreed price for complete project.**
  + **Low flexibility.**
  + **Risk on service provider.**
* **Billing (Time and Material):**
  + **Charges based on hours/resources used.**
  + **High flexibility.**
  + **Risk on client.**

**Question 14 – Preparer Timesheets of a BA in various stages of SDLC?**

* **Design Timesheet of a BA**
* **Development Timesheet of a BA**
* **Testing Timesheet of a BA**
* **UAT Timesheet of a BA**
* **Deployment n Implementation Timesheet of a BA**

**Answer:**

1. Design Phase Timesheet of a BA

|  |  |  |  |
| --- | --- | --- | --- |
| **Date** | **Activity** | **Hours** | **Description/Notes** |
| [Date] | Requirement Gathering Meetings | 2 | Meeting with stakeholders to collect detailed business requirements. |
| [Date] | Functional Specification Documentation | 4 | Writing detailed functional specifications and use case documentation. |
| [Date] | Process Flow Diagrams (Visio) | 3 | Creating process flow diagrams to outline business processes. |
| [Date] | Review Design Specifications with Team | 2 | Reviewing the design documents with development and testing teams. |
| [Date] | Refining Requirements | 3 | Clarifying and refining requirements based on feedback. |

1. Development Phase Timesheet of a BA

|  |  |  |  |
| --- | --- | --- | --- |
| **Date** | **Activity** | **Hours** | **Description/Notes** |
| [Date] | Clarification Meetings with Developers | 2 | Meeting with developers to clarify requirements during development. |
| [Date] | Change Request Management | 3 | Documenting and managing any changes or additional requirements. |
| [Date] | Monitoring Development Progress | 2 | Tracking progress against business requirements to ensure alignment. |
| [Date] | Updating Documentation | 2 | Updating documentation based on new findings or changes. |
| [Date] | Reviewing and Approving Development Outputs | 3 | Verifying that development meets the documented business requirements. |

1. Testing Phase Timesheet of a BA

|  |  |  |  |
| --- | --- | --- | --- |
| **Date** | **Activity** | **Hours** | **Description/Notes** |
| [Date] | Test Case Review with Testers | 3 | Reviewing test cases to ensure alignment with business requirements. |
| [Date] | Functional Testing | 2 | Assisting with or observing functional testing to verify requirement fulfillment. |
| [Date] | Issue/Bug Clarifications | 2 | Clarifying issues raised during testing and communicating with development. |
| [Date] | Documenting Testing Feedback | 3 | Recording feedback and outcomes from the testing sessions. |
| [Date] | Validation of Test Results | 2 | Verifying that the tested system meets all functional and non-functional requirements. |

1. UAT (User Acceptance Testing) Timesheet of a BA

|  |  |  |  |
| --- | --- | --- | --- |
| **Date** | **Activity** | **Hours** | **Description/Notes** |
| [Date] | UAT Planning | 3 | Coordinating with stakeholders to create UAT test cases and schedule. |
| [Date] | UAT Test Case Review | 2 | Reviewing UAT test cases with end users. |
| [Date] | UAT Execution Coordination | 3 | Coordinating UAT sessions with stakeholders and users. |
| [Date] | UAT Issue Management | 4 | Documenting and managing issues raised during UAT. |
| [Date] | UAT Sign-Off Preparation | 2 | Preparing sign-off documentation for UAT completion. |

1. Deployment and Implementation Timesheet of a BA

|  |  |  |  |
| --- | --- | --- | --- |
| **Date** | **Activity** | **Hours** | **Description/Notes** |
| [Date] | Deployment Planning | 3 | Assisting with the planning of the deployment process. |
| [Date] | User Training Sessions | 4 | Organizing and conducting user training for the newly implemented system. |
| [Date] | Post-Deployment Support | 3 | Providing support during and after deployment to ensure smooth operations. |
| [Date] | Change Management | 2 | Managing any change requests post-deployment and ensuring user adoption. |
| [Date] | Reviewing System Implementation | 2 | Verifying that the system has been deployed as per business requirements. |