**Q1. What is the difference between Brainstorming and JAD Sessions?**

**Answer:**

|  |  |  |
| --- | --- | --- |
| Sr. No. | Brainstorming | JAD Sessions |
| 1. | Goal of Brainstorming session is to generate creative ideas. | Goal of JAD Session is to define system requirements. |
| 2. | Structure of Brainstorming is Informal and open-ended. | Structure of JAD Session is structured and facilitated. |
| 3. | Any relevant stakeholder is participant of brainstorming session. | Business users, IT teams and facilitators are participants of JAD session. |
| 4. | In Brainstorming ideas are collected for later evaluation. | In JAD sessions Decisions are often made during the sessions. |
| 5. | Duration of Brainstorming is short. | Duration of JAD Session is longer. |

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

**Answer:**

-Document analysis is crucial in requirement gathering as it helps to extract information from existing systems.

-It is one of the compulsory elicitation techniques for any project.

-Reviewing documents gives previous requirements and evolution of the system.

-Evaluating the documentation of the precious system helps when making as his of the process.

-Documentation analysis also helps while driving the gap analysis for scoping of the migration project.

-A lot of information could be obtained and transported to new system requirements document.

**Q3. In Which Context we will use Reverse Engineering?**

**Answer:**

-Reverse engineering is generally done for migration projects.  
-It is used in situations where the software for an existing system has little or outdated documentation.  
-It is necessary to understand what the system actually does; reverse engineering can extract implemented requirements from the software code.   
-When an existing system likes documentation reverse engineering helps in gathering functional and non-functional requirements.  
-If undocumented system needs new integration, then reverse engineering is helpful for reviewing old integration.  
-In business to analyse competitor's products we use reverse engineering.

-Reverse Engineering can be done by two processes 1. White box reverse engineering and 2. Black box reverse engineering.

**Q4. What is the difference between Brainstorming and Focus Groups?**

**Answer:**

|  |  |  |
| --- | --- | --- |
| Sr.No. | Brainstorming | Focus Groups |
| 1. | Participants are usually internal team members or stakeholders. | Participants are usually target users, customers and market representatives |
| 2. | Structure of brainstorming is informal, open ended. | Structure of Focus Groups is moderate with structured questions. |
| 3. | Brainstorming is generally used for creating innovative ideas and for creative thinking. | Focus groups are generally used for market research, user feedback and validation of concepts. |
| 4. | Brainstorming encourages free thinking. | In focus groups discussion is focused. |
| 5. | Purpose of Brainstorming is to generate a large number of ideas and solutions. | Purpose of Focus Groups is to gather opinions, feedbacks and insights in specific topic. |

**Q5. Observation Technique – Explain both Active and Passive approaches**

**Answer:**

-Observation technique is also called job shadowing technique.  
-In observation techniques observing or shadowing users or even doing part of their job can provide information of existing processes, inputs and outputs.  
-There are two types of observations active observations and passive observations.

**1.Active observation:**

-It is also called as visible type of observation.  
-In this approach BA observed the current process and take notes he made dialogue with the worker.  
-When BA has questions as why something is being done as it is he ask the question right away even if It Breaks the routine of the person being observed.

**2.Passive observation:**  
-It is also called as invisible type of observation.  
-In this approach the BA observes the subject matter expert working through business routine but does not ask questions.  
-BA takes notes about what he sees but stays out of the way as if he is invisible. He waits until the entire process has been completed before asking any questions.

**Q6. How do you conduct the Requirements Workshop-**

**Answer:**

-Requirements workshop also known as Joint Application Development (JAD).  
-JAD is an extended, facilitated workshop. It involves collaboration between stakeholders and system analysts to identify needs requirements in a concentrated and focused manner.  
-It produces a large amount of high-quality information in a short period of time.  
-This technique provides a forum to explore multiple points of view regarding a topic.  
-JAD team is heart of JAD process. The Team should consist of mixture of skills from variety of individuals.  
-Participants may include business process owners, operation managers, client representatives, BA, business managers, end users, IT specialists, human resource representatives etc.

**JAD process steps**  
1. Define session:  
-Define the purpose scope and objective of the JAD sessions. Invite and obtain commitment to attend sessions from appropriate stakeholders and schedule the session accordingly.  
2. Research product:  
-Become more family with the product or service gather preliminary information.  
3. Prepare:  
-Prepare visual aids, developing a realistic agenda, training the recorder, and preparing the meeting room.  
4. Conduct session:  
-Follow agenda together and document the project needs. It is important to ensure all participants are given equal treatment during the process  
5. Draft the documents:  
-Prepare the formal documents the information captured in JD sessions is for the refined through analysis efforts. The final document is returned to stakeholders for review and validation.

**Q7. 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 –**

**Answer:**

-Interview technique is used when detailed information is required where an interview allows complex requirements to gather.  
-Interviews can confirm or refine information obtained from documents, surveys, or observations.  
-Interviews with executives or key decision-makers provide insights into strategic goals and constraints.  
-Direct engagement fosters trust and encourages stakeholders to be more open about their expectations and challenges.

**Q8. Questionnaire Technique – Where we will use? Give one example**

**Answer:**

**Questionnaire Technique:**

-Useful for obtaining limited system requirements details from users who have minor input.

-Questions are designed to get the requirements.

-There are two types of questionnaires

i. Close ended questions

ii. Open ended questions

-Advantages of this technique is questionnaire can be sent to hundreds of users at low cost and good for getting input from users.

The written replies are easier to work with.

-Disadvantages of this system are questionnaires can be slow to create and you may not get a good response from users

-Here are some common ideas where questionnaires or surveys can be used.

.For collecting data for Research  
.For taking Business feedbacks  
.For taking Customer feedbacks  
.In education and training for taking students feedback  
.Collecting policy reviews

**Q9. How to Sort the Requirements – Where we will use? Give one example**

**Answer:**

-Sorting of requirements is an important step in requirement management.

-Some common approaches for sorting requirements are

Based on Prioritization

Based on business values

Based on Feasibility

Based on Dependencies

Based on Stakeholder’s group

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

**Answer:**

Prioritization of requirements is technique of queuing the requirements for development process. There are few methods for prioritization of requirements which includes MoSCoW technique, Pareto Principle, 100 Dollar Prioritization, etc.

1. **MoSCoW:**

-It is the prioritization technique used in business analysis and software development to reach a common understanding with stakeholders on the importance they place on the delivery of each requirement.

-Moscow method helps to understand must should could and would of the requirement.

M- Must have the requirements to meet the business needs.

S- Should have these requirements, if possible, but project success does not relay on it.

C- Could have this requirement if it does not affect anything else in the project.

W- Would like to have this requirement later but it won't be delivered this time.

1. **Pareto Principle:**

-80-20

-Focus on 20% of task that completes 80% of work. This helps to identify High-impact Activities.

1. **100 Dollar Prioritization:**

-It works by assigning a hypothetical budget of $100 to rank or priorities among a list of options.

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

**Answer:**

-Following steps are used to do weekly status reporting-

-Define Reporting Requirements

-Set Reporting Frequency and Deadline

-Standardize Reporting Format

-Communicate Expectations

-Provide Guidance and Support

-Remind and follow up

-Review and consolidate reports

-Share and discuss the reports

-Act on the findings

**Q12. Meeting Minutes Document – prepare one Sample**

**Answer:**

|  |  |
| --- | --- |
| **MOM Template** | |
| **Date** |  |
| **Time** |  |
| **Location** |  |
| **Attendees** | Mr.1 |
| Mrs.2 |
| Mr.3 |
| **Agenda** | Item 1 |
| Item 2 |
| Item 3 |
| Item 4 |
| **Discussion summary** | Item 1 |
| Discussion |
| Summary of the Item |
| **Action Items** |  |
| **Next Meeting** | |
| **Date** |  |
| **Time** |  |
| **Location** |  |
| **Agenda** |  |

**Q13. Change Tracker – Document - – prepare one Sample**

**Answer:**

|  |
| --- |
| **Change Tracker Document** |
| **Version:** |
| **Date:** |
| **Change Details** |
| **Change Request Number:** |
| **Requested By:** |
| **Requested Date:** |
| **Change Description:** |
| **Change Assessment** |
| **Impact Analysis:** |
| **Risk Analysis:** |
| **Feasibility Analysis:** |
| **Effort Estimate:** |
| **Approval Status:** |
| **Approval Date:** |
| **Implementation Details** |
| **Developer:** |
| **Start Date:** |
| **End Date:** |
| **Test Coverage:** |
| **Test Results:** |
| **Deployment Plan:** |
| **Rollback Plan** |
| **Rollback Procedure:** |
| **Rollback Test Plan:** |
| **Rollback Date:** |
| **Rollback Results:** |
| **Documentation Update** |
| **Document Affected** |
| **Update Description** |
| **Update Date** |
| **Updated By** |
| **Approvals** |
| **Approver 1:** |
| **Approver 2:** |
| **Approver 3:** |
| **Approval Date:** |
| **References** |
| **Related Documents:** |
| **Supporting Materials:** |

**Q14. Difference between Traditional Development Model and Agile Development Models –**

**Answer:**

|  |  |  |
| --- | --- | --- |
| Sr. No. | Traditional Development Model | Agile Development Model |
| 1. | This model follows sequential approach. | This model works on iterative and incremental approach. |
| 2. | In this model each phase must be completed before initiation of other phase. | In this model all steps run parallelly. |
| 3. | This is highly rigid model. Changes can be accepted before initiation of development phase only. | This is highly flexible model. Changes can be accepted at any. |
| 4. | This model delivers whole project at once i.e. after completion of project. | This model delivers project in sprints. |
| 5. | This model has high risk as issues are identified late in the process. | This model is low risk as continuous iterations allow early issue detection. |
| 6. | This model is used for small projects. | This model is used for large projects. |

**Q15. Explain Brainstorming Technique**

**Answer:**

**Brainstorming:**

-Can be done individually or in groups.

-It is the most effective way to generate lots of ideas on specific issues and rate which idea is the best solution.

-It is the most effective with a group of 8-12 people.

-It should be performed in a relaxed environment.

-Brainstorming is generally used in identifying all the possible solutions to problems then prioritisation is done.

-Stages of brainstorming are

i. Prepare for brainstorming:

-Develop the clear and concise definition of area interest and determine the time limit for the group.

-Decide who will be included in the session and their roles.

-Establish the criteria for evaluating and rating the ideas.

ii. Conduct brainstorming session:

-Share the ideas without any criticism and visibly record all the ideas.

-Encourage the participants to be creative.

-Don't limit the number of ideas, as the goal is to elicit as many ideas as possible within the time period.

iii. Wrap-up the brainstorming:

-Once the time limit is reached discuss and evaluate the ideas and eliminate the duplicate ideas.

-Rate the ideas and distribute the final list of ideas to appropriate parties.

-people cannot easily brain storm the ideas and this is the biggest disadvantage of brainstorming.

**Q16. What reports Accounts Departments will generate**

**Answer:**

The Accounts department will create the following reports-  
-Financial statements  
-Balance sheet  
-Income tax return statement  
-Cash flow statement  
-Income statements  
-Profitability  
-Debt to income ratio  
-Cash flow projections  
-Previous repayment record  
-Credit history report

**Q17. What is the structure of the message/mail communicated from the HR department to the employee in case the Loan is rejected?**

**Answer:**

Subject: Notification for rejection of loan

Dear Sir,

As per subject mentioned above, we are regrated to inform you that we have rejected your loan application.

This discussion is made after reviewing your loan documents. Your CIBIL was the main reason for rejecting your loan, as it doesn't fit in company's policy.  
If you have any queries or questions regarding this feel free to reach us, we are happy to help.  
Thank you for your understanding.

Best Regards,  
HR department,  
XXX company.

**Q18. What is the structure of the message/mail communicated from the HR department to the employee in case the Loan is approved?**

**Answer:**

Subject: Notification for approval of your loan

Dear Sir,

As per subject mentioned above, we are pleased to inform you that we have accepted your loan application.

This discussion is made after reviewing your loan documents, your financial situation, loan history, etc.

The details for approved loan are-  
Loan amount: ₹ 30,00,000/-  
Loan tenure: 20 Years  
Interest rate: 8.25%  
Moratorium Period: 1 year

Please review the loan documents attached here carefully and if  you have any queries or questions regarding this feel free to reach us, we are happy to help.

Thank you for your understanding.

Best Regards,  
HR department,  
XXX company.

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

**Answer:**

**Loan Application Report Date: DD-MM-YYYY**

|  |  |  |  |
| --- | --- | --- | --- |
| **Loan Application Id** | Applicants Name | Loan Amount | Status |
| 12589 | ABC | Rs.30,00,000/- | Approved |
| 12590 | XZY | Rs.35,00,000/- | Rejected |
| 12591 | EFG | Rs.10,00,000/- | Approved |

**Q20. Which reporting Tools we will use for generating reports**

**Answer:**

-The requirement of Reporting tool depends upon factors such as nature of data, Requirements, skill level, etc.

-Here are few commonly used for report generating tools:

**Excel**  
It is Widely used and accessible application.  
It has features like spreadsheets with formulas, power queries for data transformation.  
It has easy data manipulation and management.

**Tableau**  
It is an advanced visualization and business intelligence.  
It has the best visualization  
It handles large databases efficiently.  
It has few features like drag and drop interface, connects to multiple data systems.  
It also has real time data analysis.

**Microsoft power BI**  
It is used for business intelligence, reporting and data integration.  
It has features like connecting to multiple data servers, and has advanced data modelling.  
It has seamless integration with Microsoft products.  
It has powerful data modelling.

