

Question 01 – Audits

What is audit?

Audit is the examination or inspection of various books of projects by an auditor followed by physical checking of inventory to make sure that all departments are following documented system of recording transactions. It is done to ascertain the accuracy of project statements provided by the organization.

Inspection of work for Quality and for progress

As a BA we are responsible to update the progress of the project to the responsible stakeholders and concerning documents.

What is a business audit?

A business audit is a documented evaluation of whether or not a company's financial statements are materially correct along with the standards, evidence, and assumptions used to conduct the audit.

what is internal audit?

An internal audit may be used to assess an organization's performance or the execution of a process against a number of standards, policies, metrics, or regulations. These audits may include examining a business's internal controls around corporate governance, accounting, financial reporting, and IT general controls.

Following why audit will happen for BA in Quarter first Q1

In the first following this auditor will check

- 1.How the Enterprise Analysis did?
- 2.Is understand Assumptions and Constraints along with Business Rules and Goals
- 3.How BA conducts stakeholder's analysis
- 4.What is plan of BA for approach strategy
- 5.Check stakeholders identify and document

Following why audit will happen for BA in Q2

the following this auditor will check

- 1.To track records of use case and activity diagrams.
- 2.How to prepares functional Requirements from business Requirements
- 3.Is BA preparing RTM from SRS before Design Phase starts.
- 4.How many test cases prepared by BA?
- 5.What is the documents BA prepared?

To check BA mails formats with Client Following why audit will happen for BA in Q3

the following this auditor will check

1. Is BA will initiate the preparation of end user manuals
2. To track status of updates RTM
3. To check BA organizes JAS sessions
4. Is BA properly Clarifying queries of technical team during coding
5. Is BA forward timesheet Properly to reporting manager?
6. Can developers refer diagrams and transient of BA and code their unit

Following why audit will happen for BA in Q4 the following this auditor will check

1. BA prepares test cases from use cases or assists test manager to do so
2. To track BA performs high level testing
3. How to BA prepares client for UAT
4. Is test data BA properly send to client

Updates end user manuals Following why audit will happen for BA in Q5

the following this auditor will check

1. BA take signoff from client-on-client project acceptance form
2. Is BA forwards RTM to client or the PM which should be attached to the project closure documents
3. How BA plans and Organizes training sessions for end users
4. Is BA forward timesheet Properly to reporting manager?
5. To check BA mails formats with Client

Question 02- BA Approach Strategy

Write BA Approach strategy (As a business analyst, what are the steps that would be follow by to complete a project –

Following are Elicitation Techniques

Form above techniques as an BA I should Use following technics

1. Interviews
2. Requirement workshops
3. Surveys/Questionnaire

Stakeholder Analysis RACI

For the Stakeholder Analysis I need to following three steps

Step 1: Identify your stakeholders

In step I need to I identify all internal as well as external stakeholders of this project such as

Following are internal stakeholders

Project Manager - Mr. Vandana

Senior Java Developer - Ms. Juhi

Java Developers - Mr. Tyson, Mr. Lucie, Mr. Tucker, Mr. Bravo

Network Admin - Mr. Mike

DB Admin - Mr. John.

Testers - Mr. Jason and Mr. Alekya

BA -Dhanshree Adbhaiya

Following are internal stakeholders

Project sponsor - Mr. Henry

Financial Head - Mr. Pandu

Project Coordinator - Mr. Dooku

Key stakeholders - Peter, Kevin and Ben

Step 2: Prioritize your stakeholders

Prioritize according to the quadrant into which stakeholders fall. If the stakeholder has low impact and low influence, they will naturally be a lower priority in engagement. The opposite is true for those who have a high impact and high influence.

Step 3: Understand your key stakeholders.

all external are key stakeholder

Project sponsor - Mr. Henry

Financial Head - Mr. Pandu

Project Coordinator - Mr. Dooku

Key stakeholders - Peter, Kevin and Ben

What Document to Write

Following Documents to write -

- Project vision Document.
- Business Analysis Plan.
- Business Requirements Document.
- Functional requirement specification (FRS)/ Functional Specification

- Document (FSD)
- System requirement specification (SRS)/ System Requirement

Document (SRD)

What proper follow to Sign off on the Documents

As BA I will prefer to mode of sign off on Email and Physically sign of documents. Once the Project vision Document are prepared email It Project sponsor - Mr. Henry and CC to Financial Head – Mr. Pandu,

Project Coordinator - Mr. Dooku, Key stakeholders - Peter, Kevin and Ben and Project Manager - Mr. Vandana. Once a Business Requirements Document take Physically sign of Project sponsor - Mr. Henry and take help from Peter, Kevin and Ben. Functional requirement specification (FRS)/ Functional Specification Document (FSD) and System requirement specification (SRS)/ System Requirement

Document (SRD) Document are prepared email It Project sponsor - Mr. Henry and CC to Financial Head – Mr. Pandu, Project Coordinator - Mr. Dooku, Key stakeholders - Peter, Kevin and Ben and Project Manager - Mr. Vandana.

How to take Approvals from the Client?

As BA for all business documents, I would like to take approval from Project sponsor - Mr. Henry and Financial Head – Mr. Pandu, Project Coordinator - Mr. Dooku, Key stakeholders - Peter, Kevin and Ben on email. For Approvals I remainder them by call or top-up on this mail. Once get approval from Project sponsor - Mr. Henry and Financial Head – Mr. Pandu, Project Coordinator - Mr. Dooku, Key stakeholders Peter, Kevin and Ben.

What Communication Channel to establish and implement

Following communication channels, I prefer to establish and implement

- Face-to-face communication.

The Face-to-face communication channel I will used at requirement gathering time because I have Interview with stakeholders. This mode of communication will help me at that time.

- Video conferencing.

We all know online agricultural product store project are developed by 11 team member and they have discussion with project as team also meeting with every day morning will happen by video conferencing.

- Phone calls.

We all used phone call for one-to-one communication If client want to inform me something regards to project, he/she will use phone calls.

- Emails.

According to me email is good why of communication because we have written records what we text with each other and it is suitable option for today world to take approvals. As BA I used Emails mostly when I want to take approvals from stakeholders.

How to Handle Change Requests?

By used following why I will handle change request

1. Determine the Scope of the Change
2. Determine the Scope of Incorporating the Change
3. Gain Approval or Rejection of the Change
4. Communicate and Implement an Approved Change Request

How to update the progress of the project to the Stakeholders?

1. Understand stakeholder needs.
2. Proactively listen to your stakeholders' concerns.
3. Develop and execute a communication plan.
4. Utilize online collaboration tools to share regular progress.
5. Send out weekly or bi-weekly status reports.

How to take signoff on the UAT- Client Project Acceptance form

To finish up the project sign off process, write a small report to other stakeholders or executives. Briefly describe how closely the project adhered to the initial project plan, what risks or issues occurred and whether the project was a success in general.

Question 03 – 3-Tier Architecture

Ans-

Three-tier architecture is a well-established software application architecture that organizes applications into three logical and physical computing tiers: the Business logic layer; the application tier, where data is processed and the data tier, where the data associated with the application is stored and managed.

- **Presentation layer** – This layer is also called the client layer. The front-end layer consists of a user interface. The main purpose is to communicate with the application layer.
- **Application layer** – This layer is also called the business logic layer. It acts as a middle layer between the client and the database server which are used to exchange partially processed data.
- **Data layer** – In this layer the data or information is stored. This layer performs operations like insert, update and delete to connect with the database.

Screens, Pages, Validation, on pages, Company Specific Logic, Functionality

-----**Application Layer**-----

All Re-usable components, frequently changing components, Governing Body Rules & Regulations, Compliances. E.g.: Printer, Payment gateways, Mail Servers, RBI Rules for Bank, IRDA rules for insurance

-----**Business Logic Layer**-----

Database Components connecting to Databases

Question 04- BA Approach Strategy for Framing Questions-

As a business analyst I should think to, I have developed the online agricultural product store which connect former and manufacture with its solutions. that's why I need to frame the questions which clearly understood farmer problem and need.

Following questions are framing by me with keeping in mind all prospective of (Where, What, Who, When, How and Why) 5W1H

What is the current process farmers are adopting for purchase of fertilizers, Seeds, Pesticides?

After open URL what's things are shown in first page

How manufacture can able to upload the new products in to application

What's things we should in filter we farmer search product such as price, brand, delivery time and category etc.

What is the primarily requirement for user to use the application.

What should be the timeline to complete the project

What payment options should be available

Why there is need for online application store

Who: -Should be able to use the application who should get benefited due to application

When the application can be used

Where Application should be available for use Android mob a computer How the application will help to farmers and manufacturers?

How much is the budget?

How many users can have used the application at a time

What things are most suitable for user to log in the application by email or mobile number Can we also allow guest user to used application?

Question 05 – Elicitation Techniques

Ans-

Followings are Elicitation Techniques which I can aware of?

Brain Storming

Brainstorming is a way to generate ideas within a group setting. It is usually used in the beginning stages of a project, where the possibilities for the project are not clearly understood or defined. It provides a quick means for tapping the creativity of a limited number of people for a large number of ideas. The brainstorming environment fosters an uninhibited, non-judgmental explosion of ideas, concepts, policies, decisions, and strategies. In brainstorming, all contributions are valid, and the key to a successful session is to share as many ideas as possible without evaluating them. ☐ Document analysis

Document Analysis is a technique used to gather requirements during the requirements elicitation phase of a project. It describes the act of reviewing the existing documentation of comparable business processes or systems in order to extract pieces of information that are relevant to the current project, and therefore should be considered projects requirements. [2] Reverse engineering.

According to Nasheri, 2005 "Reverse engineering is a method of industrial engineering in which one begins with a known finished product and works backward to reveal the processes and specifications involved in the product's development and manufacture."

Focus Groups

A focus group is a way of gathering ideas and opinions about a particular product or service in a collective group environment. The participants, led by a facilitator, would express their opinions, inclination, and needs.

Observation

Business analysts use observation techniques to gather information by watching and understanding workplace activities. It is used to identify needs and opportunities, understand business processes, create performance standards, assess solution performance, and facilitate training and development.

Workshop.

A workshop is an event attended by key stakeholders for a particular period of time. They are used by business analysts to bring stakeholders together and work together to achieve a present goal.

JAD (Joint Application Development)

Joint Application Development (JAD) is a process that accelerates the design of information technology solutions. JAD uses customer involvement and group dynamics to accurately depict the user's view of the business need and to jointly develop a solution. Before the advent of JAD, requirements were identified by interviewing stakeholders individually. The ineffectiveness of this interviewing technique, which focused on individual input rather than group consensus, led to the development of the JAD approach

Interview

The interview is one of the main elicitation techniques used by business analysts. Sometimes, the business analyst may use the elicitation technique interview to elicit information from a person (or a group of people) in an informal or formal setting by asking questions and documenting the responses.

Prototyping

In business analysis, a prototype, or mockup, generally means a representation of a computer screen and examples of how the user will interact with the application to accomplish a task to solve the business problem. Prototyping is an agile software development methodology. It has also been proposed as a technique to obtain the software requirements from the stakeholders. However, there are few publications proposing a prescriptive guide and show its use in practice.

questionnaire (survey)

A questionnaire is the term used to describe the set of questions you're asking an individual. A survey is the process of collecting, analyzing and interpreting data from many individuals. It aims to determine insights about a group of people

Use case specs

A Use Case Specification is a textual description of the functionality provided by the system. It captures actor-system interaction. That is, it specifies how a user interacts with a system and how the system responds to the user actions. It is often phrased in the form of a dialog between the actor and the system.

Question 06- This project Elicitation Techniques

Ans-

Following Elicitation Techniques should I prefer as a business analyst in this Project and also clarify why select this Elicitation Techniques.

Prototyping

According to my knowledge prototyping in visual representation of your ideas allows us to test our ideas directly with users before developing into a fully-fledged product is called as prototyping.

Prototype is a scaled down version of a product.

For this online agriculture product store as a business analyst before product launch, I need to represent ideas on a paper and check with these ideas' external stakeholder and internal stakeholders. It is new project to market as BA there is no project like this running in the market to check feasibility of project I need to used prototyping technical. before pending money into market solve these three questions.

- Does the product solve the user problem?
- Does it score high our user desirability?
- Is it user-friendly?

If visual representation of my ideas solves above questions, then I go for design phase of project development.

Brainstorming

Brainstorming can have done individual or group, in this technique we collect the user ideas and those ideas reviewed and analyze and checked whether given ideas are relevant to include within the system requirement, user or stakeholder come with innovative ideas to define their requirement. Brainstorming is effective with group of 8 to 12 people it helps to get the good number of ideas from user and stakeholders also it uses to find the all-possible solution of the problem and understand the new opportunities

Question 07- 10 Business Requirements

Ans-

BR001 – Farmers should be able to search for available products in fertilizers, seeds, pesticides

BR002 – Manufacturers should be able to upload and display their products in the application

BR003 – All users (fertilizers, seeds, pesticides manufacturers and Farmers) should be able to log in.

BR004 – Online Web / mobile Application should display product catalogue of fertilizers, seeds, pesticides, a search option to search for products.

BR005 – Farmer should be able to browse through the products catalogue once they visit the website.

BR006 – have a search option so that Farmer can search for any product they need BR007 – Farmer should be able to buy product or add them to buy-later list.

BR008 – A fresh user should be able to create a new account by submitting their email ID and creating a secure password.

BR009 – Farmers need to have an easy-to-use payment gateway which should include cash-on delivery (COD), Credit/Debit card and UPI options so that the user's experience should be better

BR010 – User should get an email confirmation regarding their order status

BR011 – farmer should be able to track delivery from delivery tracker.

BR012 – Online Web / mobile Application should have feedback option for All users (fertilizers, seeds, pesticides manufacturers and Farmers)

BR013 – Farmers should have platform to do Rating of agricultural Product manufacture company

BR014 – All users (fertilizers, seeds, pesticides manufacturers and Farmers) should be able to log in by submitting their email ID and password.

Question 08- Assumptions-

Ans-

- Are farmers should have at least android mobile or laptop or computer.
- Users should have valid email ID
- Is mobile application or web should be able to display stock of agricultural product to farmers.
- Can mobile application or web has offer guest facility to some farmers.
- Can application show agricultural product on top of mobile application or web home page which farmers search recently.
- New account also creates by using mobile number and password.
- Can application have alert facility to get SMS to farmer for track delivery of agricultural products.
- Farmers also have an easy-to-use payment gateway which should include mobile banking or offline payment options so that the user's experience should be better.
- Is farmer should be able to cancel the order.
- Can have chat section in application between manufactures to farmers regarding to farmer query.
- Can application have monsoon update facility.
- Can application also for government facilities regarding the farmers

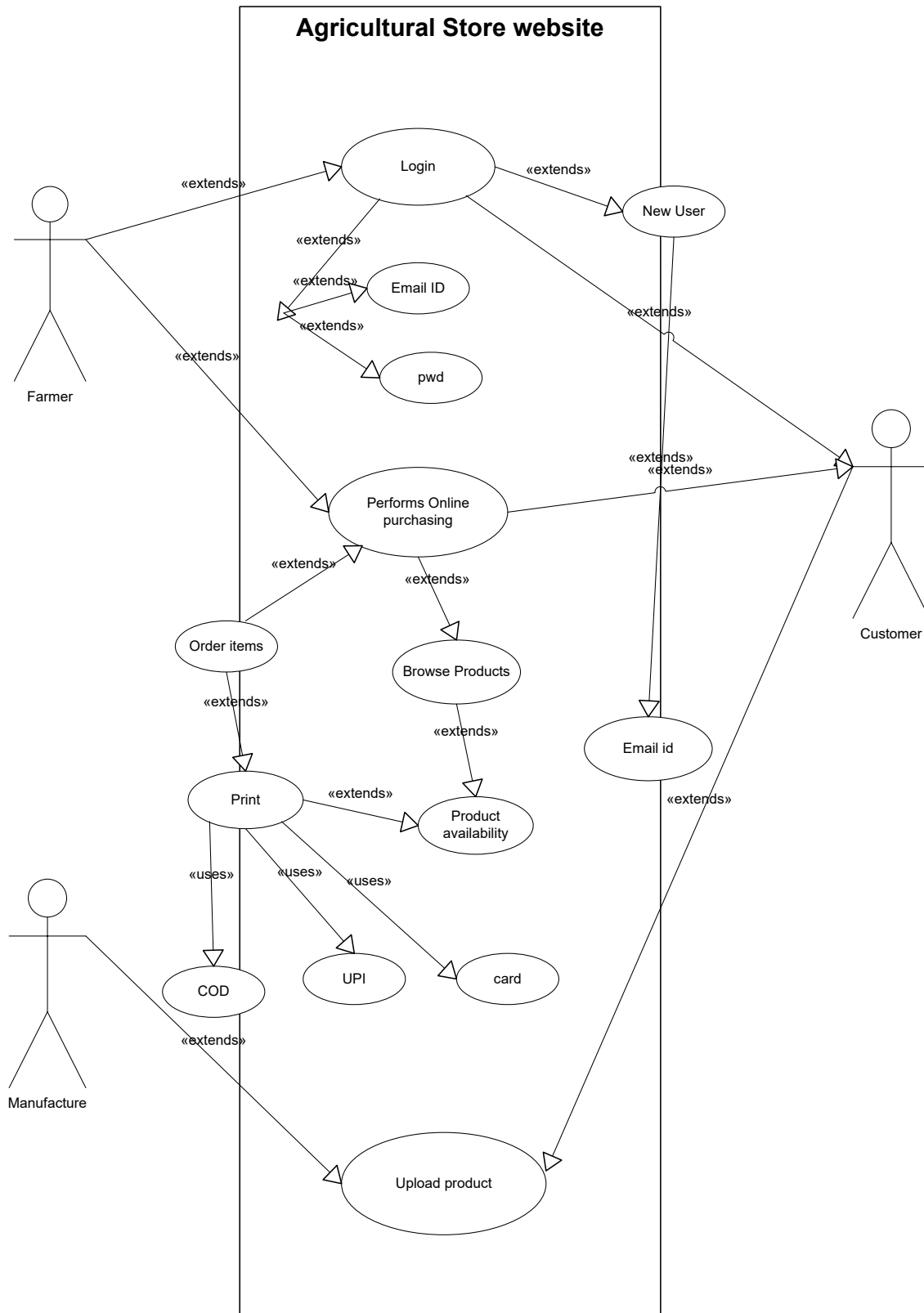
Question 09- This Project Requirements Priority

Ans-

REQ ID	REQ NAME	REQ DESCRIPTION	PRIORITY
BRO01	Farmer Search for Product	Farmers should be able to search for available product in fertilizers, seeds, pesticides.	8
BRO02	Manufacturers upload their Products	Manufacturers should be able to upload and display their products in the application	6
BRO03	Farmers browse through the products.	A Farmer should be able to browse through the products catalog once they visit the website	7
BRO04	Website search option	The website should have a search option so that they can search for any product they need.	4
BRO05	Everyone can do the Everyone should be logins on website	Everyone should be able to log in to the website as the users.	1
BRO06	Product catalog and search option in website	A product catalog of fertilizers, seeds, pesticides, and a search option to search for products, payment process, and delivery tracking should be there.	3
BRO07	Farmers need to login to order	Any farmer wants to buy any product or add them to buy-later list. they need to do the login first using their email id and password.	5
BRO08	For New user create accounts	The new user should be able to create a new account by submitting their email ID and creating a secure password.	9

BR009	For purchasing items payment gateway	If a Farmers wants to purchase, they should have an easy-to-use payment gateway which should include cash-on-delivery (COD), Credit/Debit card and UPI options.	10
BR010	E-mail confirmation regarding order status	The user should get an email confirmation regarding their order status. A delivery tracker to track the whereabouts of their order.	2

Question no 10. Use case Diagram



Question no 11– (minimum 5) Use case Specs

User Id	04030011
Use case Name	Online agricultural products store for Buy fertilizer
Brief Description	This use case describes how the customer (farmers) uses the online agricultural product store to buy fertilizer's
Actor	Customers (Farmer), Admin
Pre-condition	There is an active network connection between both mobile application and online application store connection.
Basic Flow	1.The use case begins when customer (farmer) searches agricultural product. 2.Use case: validate user is performed (Customer search fertilizers) 3.Application displays the different alternatives that are available on this unit. In this case the customer always selects fertilizers. 4.The application prompts for an account. See supporting requirement SR-yyy for account type that shall be supported. 5.The customer selects one fertilizer product. 6.Account and product details is sent to admin as transaction. The admin consortium replies with a go/no go reply telling if the all things are ok. 7.The customer selects the product delivery location. 8.Then application display payment mode. 9.As per payment mode receipt is send to customer by SMS. 10.The used case end successfully.
Alternative flow	- o Invalid user If in step 2 of basic flow customer the use case: validate user does not complete successfully, then they used case ends with a failure condition - o Unavailable product if in step 5 in the basic flow the customer select product that can't be available the application shall display the message indicating that the product out of stock. Please try after 2 to 3 days. The use case resume at step 5 - o Product unavailable for particular location if in step 7 in the basic flow the customer select location at which product that can't be available the application shall display the message indicating that the product unavailable for this location. Please try after 2 to 3 days. The use case resume at step 7 - o No Response from admin If in step 8 of basic there is no response from the admin within 15 seconds, then The application will re-try If there is still no response from admin the application shall display the message 'network unavailable- try again later' Application goes to home page
Key scenarios	No Response from admin

2nd Use Case Specification for <online payment by internet banking.

User Id	04030011
User case name	Online payment by internet banking
Brief description	This use case describes how the customer (farmers) makes online payment to agricultural product store
Actor	Customer (farmer), Admin, Bank
Pre-condition	There is an active network connection between mobile application, bank and payment gateway connection.
Basic Flow	. The use case begins when customer (farmer) wants to make a payment. Use case: validate user is performed Application displays the different alternatives that are available on this unit. In this case the customer always selects mode of payment internet banking. The application prompts for selects bank. See supporting requirement SR-yyy for bank that shall be supported. The customer selects one particular bank and inter log in credential. Account and product details is sent to bank as transaction. The admin consortium replies with a go/no go reply telling if the all things are ok. The customer selects the pay now option and make payment. Then application display successful payment. As a payment done receipt is send to customer by SMS or email. The used case end successfully.
Alternative Flow	o Invalid user If in step O of basic flow customer, the use case: validate user does not complete successfully, then they used case ends with a failure condition o Unavailable funds in account if in step Q in the basic flow the customer select amount that can't be available in bank account the application shall display the message indicating that insufficient balance. Please try with another account. The use case resume at step o Amount exceeds transfer limit if in step Q in the basic flow the customer selects amount exceeds withdrawal limit bank account ?The internet banking shall display a warning SMS and ask the customer to rent the amount. The use case resume at step Q. o No Response from admin If in step Q of basic there is no response from the admin within 15 seconds, then The application will re-try If there is still no response from admin the application shall display the message 'network unavailable- try again later' Application goes to home page
Key scenarios	No Response from admin and bank
Special requirement	1. The maximum transaction limit xyz amount 2. The application shall keep a log, including date and time, of all complete and incomplete transaction with the admin

3rd use case specification for <USER ID and PASSWORD CREATE by mobile number>

User id	04030011
Use case name	User id and password create by mobile number
Brief description	This use case describes how the customer (farmers) Create user id and password of online agricultural product store
Actor	
Pre-condition	There is an active network connection between mobile application and online agricultural product store
Basic flows	The use case begins when customer (farmer) wants to Create user id and password. Use case: validate user is performed Application displays the different alternatives that are available on this unit. In this case the customer always selects mode Create user id and password by Mobile number. The application prompts for admin. See supporting requirement SR-yyy for admin that shall be supported. The customer inters user details (Name, Surname, Mobile number and email ID) and send OTP to mobile number by SMS. Customer create new user ID Customer inter valid OTP Customer create password Then application display successful create user ID and Password. As a create user ID and Password receipt is send to customer by SMS or email. The used case end successfully.
Alternative flow	o Invalid OTP inter by customer If in step 27 of basic flow customer, the use case: validate user does not inter valid OTP, then the application shall display the message indicating that invalid OTP. Please type valid OTP. The use case resume at step 27 o Available of user ID if in step 26 in the basic flow the customer creates user ID that available in system. the application shall display the message indicating that already this user ID create. Please try with another on and show some options. The use case resume at step 26 o Already used mobile number if in step 25 in the basic flow the customer inters mobile number which already used to create account. The application shall display mobile number already used please try with another number. The use case resume at step 25. o Already used email ID if in step 25 in the basic flow the customer inters email id which already used into another account. The application shall display email ID already used please try with another email id. The use case resume at step 25.
Key scenario	No Response from admin
Special requirement	[SpReq: WC-1] The application shall keep a log, Including date and time, of all complete and incomplete Requirement transactions with the admin.

4th use case specification for (Agricultural product update process to manufactures)

User id	04030011
Use case name	Agricultural product update process to manufactures
Brief description	This use case describes how the manufacture updates the product at online agricultural product store
Actor	Customer (manufacture)
Pre-condition	There is an active network connection between mobile application and online agricultural product store
Basic flow	Use case: validate user is performed Application displays the different alternatives that are available on this unit. In this case the manufacture always selects sale agricultural product option. The application prompts for admin. See supporting requirement SR-yyy for admin that shall be supported. Manufacture choose product categories. The manufacture inters product details (Name, type of product, applicable of products, price and offers on product and delivery date). Application displays the new product detail update successfully. For the conformation manufacture also get receipt by SMS or email. The used case end successfully.
Alternative flow	o Region wise product price display to customer If in step 37 of basic flow manufacture, the use case: validate application does not display price of product region wise, then the application shall display the product price region wise. Please type valid price. The use case resume at step 37 o Manufacture have option to choose product categories if in step 36 in the basic flow the manufacture has available options to choose product categories in system. the application shall display the message indicating that choose product categories. Please try with another on and show some options. The use case resume at step 26
Key scenario	No Response from admin
Special requirement	[SpReq: WC-1] The application shall keep a log, Including date and time, of all complete and incomplete Requirement transactions with the admin.

5th use case specification for (user should able to cancel the product)

User id	04030011
Use case name	User should able to cancel the product
Brief description	This use case describes how user cancel the product at online agricultural product store
Actor	Customer, manufacture (farmer) admin
Pre-condition	There is an active network connection between mobile application and online agricultural product store
Basic Flow	. The use case begins when user wants to cancel agriculture product at agricultural product store. Use case: validate user is performed Application displays the different alternatives that are available on this cart unit. In this case the manufacture always selects agricultural product those user wants to cancel. The application prompts for admin. See supporting requirement SR-yyy for admin that shall be supported. System pops up text box with headline please provide reason to cancel the product. User should provide reason and press ok. Application displays the agricultural product pick date, time and location. Application displays the cancel request has update successfully. For the conformation manufacture also get receipt by SMS or email. The used case end successfully.
Alternative Flow	o Cancel period is over If in step 45 of basic flow manufacture, the use case: validate application does not display price of product region wise, then the application shall display the you cannot return this product. Please type valid price. The use case resume at step 43 o Farmers are too available on that date if in step 47 in the basic flow the manufacture has available options to choose product categories in system
Key Scenario	No Response from admin
Special requirement	[SpReq: WC-1] The application shall keep a log, Including date and time, of all complete and incomplete Requirement transactions with the admin

Question no 12 Activity diagram

