**Question 1 - What is the difference between Brainstorming and JAD Sessions?**

Answer 1

|  |  |
| --- | --- |
| **Brainstorming** | **JAD (Joint Application Development) Session** |
| To generate creative ideas, solutions, or concepts. | To gather detailed system requirements and ensure all stakeholders contribute. |
| Brain storming technique contain group of stakeholders to give deep thought about particular topic. This technique basically useful in developing new ideas | JAD is conducted by bringing Stake holder and developer together at same place. JAD provide high accurate level of requirement. Though JAD are conducted for different types purpose in SDLC JAD is Mostly conducted in two Ways, One is as eliciting technique and second is to clarify development teams doubts |
| Group discussion among stakeholders to collect ideas to include the relevant requirement | The session conduct among selected stakeholders (business client +system developer) to get more refined requirements. |
| Brainstorming can be done either individually or in groups. The ideas collected can then be reviewed/analysed and where relevant included within the system requirements. | JAD technique is an extended, facilitated workshop. It involves collaboration between stakeholders and systems analysts to identify needs or requirements in a concentrated and focused effort |
| Brain Storming techniques last for about 2-3 hours | JAD Sessions last for about 2-3 days |
| Informal and free-flowing discussion. | Highly structured with a facilitator, agenda, and defined roles. |
| Open to anyone; typically includes creative teams, developers, marketers, etc. | Includes stakeholders such as users, developers, business analysts, and subject matter experts. |
| Idea generation without judgment. | Requirement gathering and system design. |
| A list of potential ideas or solutions. | Detailed documentation of requirements, system design, or process improvements. |
| Shorter (usually 30 min to a few hours). | Longer (can last days to weeks, depending on project scope). |
| Usually led by a team leader or creative lead. | Led by a JAD facilitator/moderator. |
| Marketing campaigns, product development, creative problem-solving. | Software development, business process reengineering, IT projects. |

**Question 2 - Why Document Analysis is one of the compulsory technique we use in a Project? Justify**  
Answer 2

Document Analysis is one of the compulsory elicitation technique for any project. Documentation of the system could provide lot of information which may include interface details, user manuals and software vendor manuals. It would be easy to transfer lot of information to a new system requirements documents. We have documentation about the current system which could provide some of the input for the new system requirements. Such documentation could include interface details, user manuals and software vendor manuals you may have documentation about your current system which could provide some of the input for the new system requirements. Such documentation (if it exists) could include interface details, user manuals, and software vendor manuals. Could be a lot of information and easy to transfer to a new system requirements document. Document Analysis is an important gathering technique. Evaluating the documentation of a present system can assist when making AS-IS process documents and also when driving the gap analysis for scoping of the migration projects.

**Question 3 - In Which Context we will use Reverse Engineering?**

Answer 3

Reverse engineering is a process that is designed to extract enough data from a product and then to be able to reproduce that product. It may involve moving to creating a product from scratch or from pre-developed components. It can be applied to any product (such as computer technology, manufactured products, biological products, chemical products, etc.) to determine how the components are put together and how it works

Reverse engineering is a useful design and development technique with many potential applications. However, it is always important to get legal advice prior to conducting reverse engineering exercises and doubly so if you intend the outputs of your reverse engineering to become commercially available. There is no single process across industries for reverse engineering it is simply a process by which you take an end product and deduce how it is made and works.

**Question 4 - What is the difference between Brainstorming and Focus Groups?**

Answer 4

|  |  |  |
| --- | --- | --- |
| **Feature** | **Brainstorming** | **Focus Groups** |
| Purpose | To generate creative ideas and solutions. | To gather opinions, feedback, and perceptions about a product, service, or concept. |
| Trigger | A need to solve a problem | A need to study an existing ides solution or process |
| Condition | Problem exist | Idea, solution or process exist |
| Number of participant | 6 - 8 | 6 - 1 |
| Structure | Informal, free-flowing idea generation. | Structured discussion guided by a moderator. |
| Participants | Team members, creative professionals, or stakeholders. | Target audience, customers, or end users. |
| Focus | Idea exploration without judgment. | Understanding consumer perceptions, attitudes, and behaviours. |
| Output | A list of new ideas or solutions. | Insights, feedback, and opinions on a specific topic. |
| Time Duration | Shorter (30 min to a few hours). | Longer (1-2 hours per session, multiple sessions may be needed). |
| Facilitation | Led by a team leader or creative lead. | Moderated by a facilitator who asks structured questions. |
| Type of questions to ask | Progressive closed-ended to generate and build on ideas | Can be open-ended to general qualitative data or closed-end to generate quantitative data |

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

Answer 5

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. Observation of activities or job shadowing, is the act of studying a work activity as it is being performed. It can be performed in either the user’s work environment or in a recreated test environment.

There are two approaches for observation and they are:

* Active/noticeable: while observing an activity the observer can ask any questions as they occur. Despite this interruption to the workflow, the observer can quickly understand the reasoning and any undocumented processes within the activity.
* Passive/unnoticeable: in this approach, the observer does not interrupt the work while the user is performing the work activity. Any questions would be asked once the observation is over. This allows the natural flow of events to be observed without interference by the observer, as well as the measurement of the time and quality of work.

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

Answer 6

This is a structured meeting with the specific goal of capturing requirements. It is used to define, prioritize and hopefully finalize requirements for the new initiative that you’re working on. Requirements workshops typically last between one and a few days. They should also be a highly focused event that is let by a seasoned facilitator. Some benefits and disadvantages of the requirements workshop are identified in the following table

|  |  |
| --- | --- |
| **Benefit** | **Disadvantages** |
| Get to a set of meaningful stated requirements in a short, intensive session. | There can be a lot of time, coordination and finances required. |
| Having the right stakeholders involved that will allow for a much easier buy-in | Getting the right resources in the same room, at the same time with the proper authority to speak on the subject matter. |
| Requirements are considered, discussed, and understood before going to final approvals | You may have to run several workshop |

**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**

Answer 7

Interview Technique can be used to verify the facts, clarify ambiguity, trigger enthusiasm, engage end users, and identify requirements, and the opinions and ideas. It is used to get more information from the people in a formal or informal setting by asking questions and documenting the responses. It involves direct communication with the individuals or a group of people who are part of an initiative.

There are two basic types of interviews. They are

* Structured Interview - in which the interviewer has the predefined set of questions. It is a structured way of interview.
* Unstructured Interview - in which the interviewer does not have the predetermined set of questions and it may vary based on the stakeholder responses and interactions.
* Open Ended Questions - Open-ended questions are those that provide respondents with a question prompt and provide them a space in which to construct their own response
* Closed-ended questions - Often the answer is a single word (e.g. Yes or No) or less commonly a short phrase. You are not looking for an explanation or an elaboration to the question in the answer given to the question

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

Answer 8

A questionnaire is a research instrument that consists of a set of questions or other types of prompts that aims to collect information from a respondent. A research questionnaire is typically a mix of close-ended questions and open-ended questions.

Open-ended, long-form questions offer the respondent the ability to elaborate on their thoughts. The data collected from a data collection questionnaire can be both qualitative as well as quantitative in nature. A questionnaire may or may not be delivered in the form of a survey, but a survey always consists of a questionnaire.

A survey or questionnaire is used to elicit business analysis information including information about the customers, products, work practices, and attitudes from a group of people in a structured way and in relatively short period of time. Surveys are the preferred elicitation technique when faced with a large number of stakeholders or when stakeholders are geographically dispersed and you need to gather the same information from them

Examples:

1. How many times have you visited website in the past month?

* None
* Once
* More than once

2. What is the primary reason for your visit to [website]?

* To make a purchase
* To find more information before making a purchase in-store
* To contact customer service

3. Who did you purchase these products for?

* Self
* Family member
* Friend
* Colleague
* On behalf of a business
* Other

**Question 9. How to Sort the Requirements – Where we will use?**

Answer 9

When all the requirements are gathered there are chances of redundancy in those requirements so basically all the scattered requirements are put together and the repetition of requirements are removed which is known as sorting of requirements. The process for sorting is:

1. Identification of requirements.

2. Dividing the identified requirements into functional and non-functional requirements

3. If identified requirements are similar then they are put together and removed.

We will sort the requirements in two ways such as functional requirements and Non-Functional requirements.

* **Functional requirements** define a function that a system or system element must be qualified to perform and must be documented in different forms. The functional requirements describe the behaviour of the system as it correlates to the system's functionality. Examples of functional requirements are authentication, business rules, audit tracking, certification requirements, transaction corrections, etc.
* **Non-functional requirements** are not related to the software's functional aspect. They can be the necessities that specify the criteria that can be used to decide the operation instead of specific behaviours of the system. Examples - usability, reliability, security, storage, cost, flexibility, configuration, performance, legal or regulatory requirements, etc.

**Question 10 - Prioritise the Requirements – –Where we will use? Give one example**

Answer 10

Large software systems have a few hundred to thousands of requirements. Neither are all requirements equal nor do the implementation teams have resources to implement all the documented requirements. There are several constraints such as limited resources, budgetary constraints, time crunch, feasibility, etc., which brings in the need to prioritize requirements. Most customers on their part have a reasonable idea of what they need and what they want. But during requirements elicitation the customer provides the Business Analyst (BA) with all the requirements that he feels will make his work easier. The customer is not wrong on his part; the BA needs to understand the needs of the business to prioritize the requirements. Most requirements are interdependent and you will hardly find any requirement that exists independently. To understand why we need a dependency map – let us take a scenario where you have 8requirements X,Y,Z,P,Q,R,M,O and N with priorities, on a 5- level scale where 1 is most critical and 5 least critical, as1,2,1,4,5,1,2,2,3. So, with these priorities it would be logical to begin with requirements X, Z and R

MoSCoW – This prioritization technique was developed by Dai Clegg of Oracle UK Consulting. It is one of the more widely used techniques for its simplicity and ease of use. The letters of the word MoSCoW stand for Must, Should, Could and Won’t.

Must have (or Minimum Usable Subset) – These are features that must be included before the product can be launched.

Should haves are features that are not critical for the launch, but are considered to be important and of a high value to the user.

Could haves are features that are nice to have and could potentially be included without incurring too much effort or cost.

Would have - are features that have been requested but are explicitly excluded from scope for the planned duration and maybe included in a future phase of development. MoSCoW method works better than the numeric rating system as itis much easier for the stakeholders to rate the requirements as Must, Should, Could or Would.

**MUST (M)**

Defines a requirement that has to be satisfied for the final solution to be acceptable e.g. The HR system “must” store employee leave history.

**SHOULD (S)**

This is a high-priority requirement that should be included if possible, within the delivery time frame. Workarounds may be available for such requirements and they are not usually considered as time-critical or must-haves. E.g. The HR system “should” allow printing of leave letters.

**COULD (C)**

This is a desirable or nice-to-have requirement (time and resources permitting) but the solution will still be accepted if the functionality is not included e.g. The HR system “could” send out notifications on pending leave dates.

**WON’T or WOULD (W)**

This represents a requirement that stakeholders want to have, but have agreed will not be implemented in the current version of the system. That is, they have decided it will be postponed till the next round of developments e.g. The HR system “won’t” support remote access but may do so in the next release

**Question 11 - Weekly status reporting – How we will drive?**

Answer 11

A weekly status report, also known as a weekly check-in, is a communication tool that project managers use to keep tabs on their employees' work experiences. While a team lead can do a weekly status report in person, it's easier to do it online.

A weekly status report is a complete overview of your week at work, covering projects you've completed, ones that are still in progress and upcoming plans for the future.

A weekly report is a review of your workweek and provides a summary of what you completed, what projects are in progress and plans that outline your workflow for the next week. Typically, weekly reports are brief and concise and only one page long. Most professionals send weekly reports on Friday afternoons to establish consistent communication with team members and supervisors. Additionally, a weekly report can benefit both you and your employer by providing insight into important aspects of the work you complete

**Project Management Weekly Status Report Template**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Completed Items** | | | | |
| Project | Task | Team Members | Estimation | Notes |
|  |  |  |  |  |
|  |  |  |  |  |
| **In Progress** | | | | |
| Project | Task | Team Members | Estimation | Notes |
|  |  |  |  |  |
|  |  |  |  |  |
| **Assigned but not started** | | | | |
| Project | Task | Team Members | Estimation | Notes |
|  |  |  |  |  |
|  |  |  |  |  |

**Question 12 - Meeting Minutes Document – prepare one Sample**

Answer 12

Minutes is to create an official record of the actions taken at a Meeting. Minutes serve to both memorialize the actions taken for those attending the Meeting as well as for those who were unable to attend the Meeting. Meeting minutes are notes that are recorded during a meeting. They highlight the key issues that are discussed, motions proposed or voted on, and activities to be undertaken.

|  |  |  |  |
| --- | --- | --- | --- |
| **Meeting/Project Name** | Sprint Review Meeting | | |
| **Date of Meeting**  **(DD/MM/YYYY)** | 11/02/2-24 | **Time** | 9.30 AM |
| **Meeting Facilitator** | Business Analyst | **Location** | Pune |

|  |  |  |  |
| --- | --- | --- | --- |
| 1. **Meeting Objective** | | | |
| * Discuss status of sprint * Discuss progress report of the project * Suggest solution | | | |
|  | | | |
| 1. **Attendees** | | | |
| **Name** | **Department** | **Email** | **Phone number** |
| Rohit Sarnaik | Business Analyst | rohit.sarnaik7012@gmail.com | 7507420047 |
| Amit Chipkar | Development |  |  |
| Bhushan Palve | Testing Team |  |  |
|  |  |  |  |

|  |  |  |
| --- | --- | --- |
| 1. **Meeting Agenda** | | |
| **Topic** | **Owner** | **Time** |
| Discussion about sprint | Development Team |  |
| Discussion on WIP items | Development Team |  |

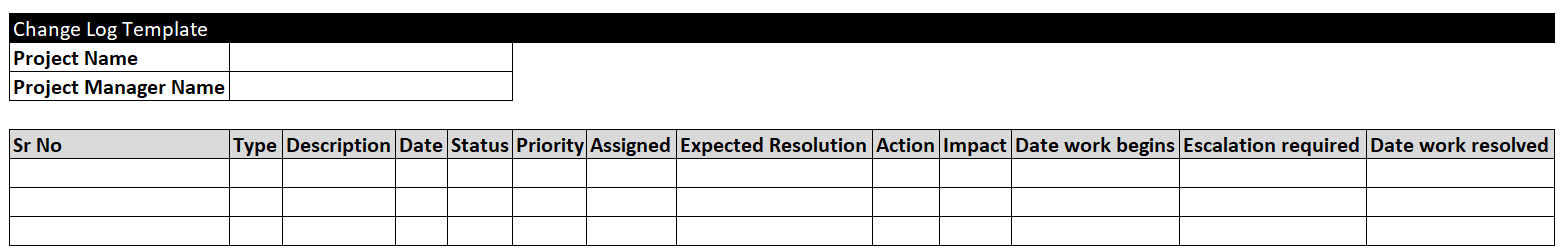
**Question 13 - Change Tracker – Document – prepare one Sample**

Answer 13

The role of BA in change request is very important as the change requests differ in number and complexity across business projects and may come in before, during or after implementation of a solution.

Below are the steps to follow

* Understand the reason for the change
* Understand the impact of the change
* Understand the effort required to implement the change
* Ensure that the change request follows the predetermined approval process



**Question 14 - Difference between Traditional Development Model and Agile Development Models**

Answer 14

|  |  |  |
| --- | --- | --- |
| **Feature** | **Traditional Development Model** | **Agile Development Model** |
| Approach | Linear and sequential. | Iterative and incremental. |
| Flexibility | Rigid; changes are difficult to accommodate. | Highly flexible; adapts to changes quickly. |
| Phases | Follows a fixed sequence: Requirements → Design → Development → Testing → Deployment. | Divides work into smaller cycles (Sprints) with continuous feedback and iterations. |
| Customer Involvement | Limited to initial and final phases. | High involvement throughout development. |
| Delivery | The final product is delivered at the end of the project. | Functional parts of the product are delivered in short iterations. |
| Testing | Conducted at the end of the development phase. | Continuous testing and integration throughout. |
| Risk Handling | High risk if errors are found late. | Lower risk due to ongoing testing and feedback. |
| Documentation | Heavy documentation required before development. | Less documentation, more focus on working software. |
| Best For | Well-defined, stable projects with clear requirements. | Dynamic projects with evolving requirements. |

Question 15 - Explain Brainstorming Technique – Where to use?

Answer 15

The basic idea behind brainstorming is to find a conclusion for a specific problem by gathering a list of ideas spontaneously contributed by its member’s. In other words, brainstorming is a situation where a group of people meet to generate new ideas and solutions around a specific domain of interest by removing inhibitions These meetings are used for solving a process problem, inventing new products or product innovation, solving inter-group communication problems, improving customer service, budgeting exercises, project scheduling, etc.

* **Nominal group technique**: In this technique Participants are asked to write their ideas anonymously. Then the facilitator collects the ideas and the group votes on each idea. The vote can be as simple as a show of hands in favour of a given idea. This process is called distillation.
* **Group passing technique**: In this technique each person in a circular group writes down one idea, and then passes the piece of paper to the next person, who adds some thoughts. This continues until everybody gets his or her original piece of paper back. By this time, it is likely that the group will have extensively elaborated on each idea.
* Team idea mapping method: This method of brainstorming works by the method of association. It may improve collaboration and increase the quantity of ideas, and is designed so that all attendees participate and no ideas are rejected.
* Directed brainstorming: Directed brainstorming is a variation of electronic brainstorming (described below). It can be done manually or with computers. Directed brainstorming works when the solutions pace (that is, the set of criteria for evaluating a good idea) is known prior to the session. There are many other techniques as well. Most important thing is you have to decide which technique is most suitable for your team.

You can use brainstorming throughout any design or work process, of course, to generate ideas for design solutions, but also any time you are trying to generate ideas, such as planning where to do empathy work, or thinking about product and services related to your project.

Brain storming: It is a creative technique to find a solution or to understand the need or requirement by a group of people. As a BA, by using brainstorming, we can gather the ideas and can creative solutions for problems in short time.

The steps involved in brainstorming

* Prepare for brainstorming: start a clear and concise objective for the session. Generate as many ideas as possible and don’t limit the creative ideas instead limit the time for session. Decide who all are going to include in session and their role like participant or facilitator.
* Conduct brainstorming session: Share new ideas without any discussion, criticism or evaluation. Record or note down all ideas.
* Wrap up the brainstorming: once the time limit is reached create a list of ideas and eliminate the duplicates. Rate the ideas and prioritize the ideas using voting and distribute the final list of ideas.

**Question 16 - What reports Accounts Departments will generate (minimum 5 reports)**

Answer 16

The Accounts Department in the Employees Loan Management System will generate several reports to track and manage employee loans efficiently. Here are five key reports they will generate:

1. Loan Disbursement Report - Details of all approved loans, including employee details, loan amount, and interest rate, tenure, and disbursement date.

2. Loan Repayment Report - A summary of monthly deductions from employee salaries, including pending, completed, and overdue payments.

3. Outstanding Loan Report - A report of employees with active loans, including the remaining balance, EMI status, and expected closure date.

4. Loan Rejection Report - A list of rejected loan applications with reasons for rejection and employee details for future reference.

5. Loan Defaulters Report - Identifies employees who have missed payments, the overdue amount, and actions required for recovery.

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

Answer 17

**Subject: Notification of Loan Application Rejection**

Dear [Employee Name],

We regret to inform you that your loan application (Loan ID: [Loan Number]) submitted on [Application Date] has been reviewed and unfortunately, it has not been approved.

**Reason for Rejection:**

[Specify the reason, e.g., "Insufficient eligibility criteria," "Incomplete documentation," "Exceeded loan limit," etc.]

If you require further clarification or assistance, please feel free to reach out to the Accounts Department at [Accounts Contact Email/Phone]. You may reapply in the future if your eligibility changes.

We appreciate your understanding and thank you for being a valued part of [Company Name].

Best regards,

[Accounts Representative Name]

Accounts Department

[Company Name]

**Question 18 - What is the structure of the message/mail communicated from the HR department to the employee in case the Loan is approved?**

Answer 18 –

**Subject: Loan Application Approval – Important Details & Next Steps**

Dear [Employee Name],

We are pleased to inform you that your loan application (Loan ID: [Loan Number]) submitted on [Application Date] has been approved. Below are the details of your approved loan:

**Loan Details:**

* Loan Amount: [Approved Amount]
* Interest Rate: [Rate]%
* Loan Tenure: [Duration] months
* Monthly EMI: [EMI Amount]
* Repayment Start Date: [Start Date]

**Next Steps:**

1. Please review the Loan Terms & Conditions and Repayment Schedule attached.
2. If you agree with the terms, kindly provide your confirmation and digital signature via [portal/email/form].
3. Upon confirmation, the loan amount will be disbursed, and automatic salary deductions will begin as per the agreed schedule.

If you have any questions or require further clarification, feel free to reach out to the Accounts Department at [Accounts Contact Email/Phone].

Congratulations! We appreciate your trust in our Employee Loan Program.

Best regards,

[Accounts Representative Name]

Accounts Department

[Company Name]

**Question 19 - Design a sample report on the Loans applications Received by the accounts department**

Answer 19

Here’s a sample report on the Loan Applications Received by the Accounts Department for an Employee Loan Management System.

Employee Loan Applications Report

Report Date: [Date]

Prepared by: [Account Department Name]

Reporting Period: [Start Date] to [End Date]

**1. Overview**

This report summarizes all loan applications received by the Accounts Department during the specified period, detailing their status, loan amount, repayment schedules, and approval/rejection outcomes.

**2. Loan Applications Summary**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Application ID** | **Employee Name** | **Department** | **Loan Amount Requested** | **Loan Type** | **Application Date** | **Status** | **Approval Date** | **Rejection Reason (if any)** |
| 1001 | John Doe | IT | $5,000 | Personal | 01/15/2025 | Approved | 01/18/2025 | N/A |
| 1002 | Jane Smith | HR | $3,000 | Medical | 01/17/2025 | Rejected | N/A | Insufficient Eligibility |
| 1003 | Sam Lee | Finance | $10,000 | Home Loan | 01/20/2025 | Pending | N/A | N/A |
| 1004 | Mark White | Operations | $7,500 | Education | 01/22/2025 | Approved | 01/24/2025 | N/A |
| 1005 | Emily Brown | Marketing | $2,000 | Personal | 01/25/2025 | Pending | N/A | N/A |

**3. Loan Amounts Summary**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Loan Type** | **Total Amount Requested** | **Average Loan Amount** | **Approved Loans Total** | **Rejected Loans Total** |
| Personal | $14,000 | $4,667 | $5,000 | $0 |
| Medical | $3,000 | $3,000 | $0 | $3,000 |
| Home Loan | $10,000 | $10,000 | $10,000 | $0 |

**4. Pending Loans Summary**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Application ID** | **Employee Name** | **Loan Amount Requested** | **Loan Type** | **Application Date** |
| 1003 | Sam Lee | $10,000 | Home Loan | 01/20/2025 |
| 1005 | Emily Brown | $2,000 | Personal | 01/25/2025 |

**5. Actions Required**

Pending Approvals: Follow up on pending loan applications for quick processing.

Rejected Applications: Review the rejection criteria and consider re-evaluating certain cases if applicable.

**6. Conclusion**

This report highlights the status of loan applications, including approved, rejected, and pending loans. The Accounts Department continues to monitor and process loan requests to ensure timely and efficient handling.

**Prepared by:**

[Name]

[Position]

Accounts Department

**Approved by:**

[Name]

[Position]

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

Answer 20

To generate and manage reports in an efficient and effective way, especially for an Employee Loan Management System, a variety of reporting tools can be used. These tools help automate the reporting process, facilitate data analysis, and ensure accurate, timely reporting. Here are some commonly used reporting tools that would be suitable for your needs:

* **Microsoft Power BI -** Power BI is a powerful, cloud-based business analytics tool that helps visualize data and generate reports.

Key Features:

* Real-time data updates
* Interactive dashboards and reports
* Integration with various data sources (Excel, databases, cloud services)
* Customizable reporting

Best For: Data visualization, creating interactive reports, and sharing insights across teams.

* **Tableau -** Tableau is another leading data visualization and reporting tool used for creating dashboards and visual reports.

Key Features:

* Drag-and-drop interface
* Easy integration with data sources
* Powerful analytics and visualization tools
* Real-time reporting and collaboration features

Best For: Creating advanced, interactive visual reports and complex data visualizations.

* **SAP Crystal Reports** - Crystal Reports is a comprehensive reporting tool that can generate highly formatted, pixel-perfect reports from multiple data sources.

Key Features:

* Highly customizable reports
* Can handle complex data calculations
* Integration with databases like SQL, Oracle, etc.

Best For: Detailed and formatted reports that require specific layout and structure, such as financial or accounting reports.

* **Google Data Studio** - Google Data Studio is a free tool that turns data into customizable and interactive reports.

Key Features:

* Easy to use and collaborate on reports
* Real-time data updates
* Integration with Google products like Google Analytics, Google Sheets, and third-party services

Best For: Collaborative and lightweight reporting for non-technical users.

* **Microsoft Excel** - Excel is widely used for generating reports and analysing data, offering a broad range of reporting features.

Key Features:

* Pivot tables, charts, and graphs
* Advanced formulas and data analysis tools
* Easy customization and formatting

Best For: Simple and intermediate reports, especially when working with large datasets manually.

* **Jasper soft** - Jasper soft is a flexible reporting tool that provides enterprise-grade solutions for creating reports, dashboards, and analytics.

Key Features:

* Ad-hoc reporting and analysis
* Integration with a variety of data sources
* Customizable templates and reporting features

Best For: Business intelligence reporting and integrating with other applications and systems.

* **SSRS (SQL Server Reporting Services)** - SSRS is a reporting tool by Microsoft that integrates with SQL Server databases for generating reports.

Key Features:

* High scalability and performance
* Scheduled and automated reporting
* Web-based reporting

Best For: Organizations using Microsoft SQL Server that require an integrated reporting solution.

* **Zoho Analytic** - Zoho Analytics is an online reporting and business intelligence platform that enables you to create detailed reports and dashboards.

Key Features:

* Data blending and powerful analytics tools
* Customizable dashboards and reports
* Integration with other Zoho products and third-party services

Best For: Small to medium-sized businesses that need easy-to-use reporting tools and integration with Zoho CRM or other business solutions.

* **Qlik Sense** - Qlik Sense is a self-service data analytics and reporting tool that enables users to create interactive reports and dashboards.

Key Features:

* Data discovery and self-service analytics
* Interactive reports and visualizations
* In-memory processing for real-time analytics

Best For: Advanced data analysis and self-service BI solutions.

* **BIRT (Business Intelligence and Reporting Tools)** - BIRT is an open-source reporting tool that supports generating reports and visualizations.

Key Features:

* Open-source and free to use
* Can integrate with Java applications and web platforms
* Customizable report layouts and interactive features

Best For: Custom report generation in web applications and Java-based environments.

Choosing the Right Tool:

* For Interactive Dashboards: Power BI, Tableau, Google Data Studio
* For Detailed, Customizable Reports: Crystal Reports, SSRS, Jaspersoft
* For Easy Collaboration: Google Data Studio, Zoho Analytics
* For Small to Medium-Sized Teams: Zoho Analytics, Microsoft Excel
* For In-House or Open-Source Solutions: BIRT