BA Forums:

1. <u>Business Analyst</u>: A Business Analyst (BA) plays a crucial role in bridging the gap between business needs and technical solutions. Their primary responsibility is to analyse business requirements, identify opportunities for improvement, and collaborate with stakeholders to ensure that products or solutions meet business goals. Key Responsibilities include,

- Requirement Gathering & Analysis
- Process Improvement
- Stakeholder Communication
- Solution Evaluation
- Agile & Scrum Practice

2. <u>Stakeholder</u>: A stakeholder is any individual, group, or organization that has an interest in or is affected by a project, product, or business initiative. Stakeholders can influence the project's success and may have specific expectations, needs, or concerns regarding the outcome.

3. <u>Audit</u>: An audit is a systematic review and evaluation of processes, financial records, or systems to ensure accuracy, compliance, and efficiency. It helps organizations identify risks, inefficiencies, and areas for improvement. Types of Audits includes,

- Financial Audit
- Compliance Audit
- Operational Audit
- IT Audit
- Product Audit
- Agile Process Audit

4. <u>Scope Creep</u>: Scope creep is when a project's requirements, features, or deliverables expand beyond the original scope without adjustments to time, budget, or resources. It often happens gradually and can lead to project delays, increased costs, and lower-quality deliverables.

5. <u>SDLC</u>: The Software Development Life Cycle (SDLC) is a structured process that defines the stages of software development, from planning to deployment and maintenance. It ensures that software is developed efficiently, meets business requirements, and is of high quality. Phases are,

- Planning
- Requirement Analysis
- Design
- Development (Coding/Implementation)
- Testing
- Deployment
- Maintenance

SDLC Methodologies,

- Sequential Waterfall
- Iterative RUP (Rational Unified Process)
- Evolutionary Spiral
- Agile Scrum

6. **<u>Requirement Engineering</u>**: Requirement Engineering (RE) is the process of gathering, analysing, documenting, and managing software requirements to ensure a successful product. It helps bridge the gap between business needs and technical solutions. Phases are,

- Elicitation
- Analysis
- Specification
- Validation & Verification
- Management

7. <u>Reverse Engineering</u>: Reverse engineering is the process of analysing a system, product, or software to understand its structure, functionality, and behaviour without having prior knowledge of its design or implementation. It is often used to recreate, improve, or analyse a system for various purposes.

8. <u>MoSCoW</u>: The MoSCoW method is a prioritization technique used in Agile, project management, and product development to categorize requirements based on their importance. It helps teams focus on delivering the most critical features first.

- M: Must Have (Critical)
- S: Should Have (Important but not Critical)
- C: Could Have (Nice to Have)
- W: Would Have (Low Priority)

9. **100\$ Test**: The \$100 Test is a simple and effective prioritization technique used in Agile product management and decision-making. It helps teams allocate a limited budget (e.g., \$100) across different features, tasks, or ideas based on their perceived value.

10. <u>Agile</u>: Agile is a flexible and iterative software development methodology that focuses on continuous improvement, collaboration, and customer feedback. It helps teams deliver working software faster while adapting to changing business needs.

11. <u>Scrum</u>: Scrum is an Agile framework used for managing complex software development by breaking work into small, iterative cycles (Sprints). It focuses on collaboration, transparency, and continuous improvement to deliver high-quality products quickly. Components are,

- Scrum Team:
 - 1. Product Owner
 - 2. Scrum Master
 - 3. Development Team
- Scrum Artifacts:
 - 1. Product Backlog
 - 2. Sprint Backlog
 - 3. Increment
- Scrum Event (Ceremonies):
 - 1. Daily Stand-ups
 - 2. Sprint Planning
 - 3. Sprint (1 4 week)
 - 4. Sprint Review
 - 5. Sprint Retrospective

12. <u>Epic</u>: An Epic is a large user story that represents a big feature, initiative, or business requirement in Agile development. It is too big to be completed in a single sprint, so it is broken down into smaller User Stories that can be developed iteratively.

13. **<u>Burndown Chart</u>**: A Burndown Chart is a visual tool in Agile and Scrum that tracks the amount of work remaining in a Sprint or project. It helps teams monitor progress and predict whether they will complete their tasks on time.

14. <u>User Stories</u>: A User Story is a short, simple description of a feature or requirement from the end-user's perspective. It helps Agile teams understand what the user wants and why, without diving into technical details.

15. <u>Velocity of Team</u>: Velocity of the Team in Agile refers to the amount of work a team can complete during a single Sprint (typically 1–4 weeks). It is usually measured in story points, hours, or number of user stories completed.

16. <u>Acceptance Criteria</u>: Acceptance Criteria are the conditions that a product or feature must satisfy to be accepted by the Product Owner, stakeholders, or end users. They define "done" for a user story.

17. **DoD & DoR**: "**Definition of Done**" is a shared agreement among the team that defines what "done" means for a user story, task, or product increment. It is like a quality checklist that must be fulfilled before any work can be considered complete, while

"**Definition of Ready**" is a checklist of conditions that a user story or task must meet before the team can start working on it in a sprint. If DoD defines "when work is finished", then DoR defines "when work can begin."

18. <u>UAT</u>: User Acceptance Testing (UAT) is the final phase of testing where real users or business stakeholders verify if the software meets their needs, expectations, and business requirements before it goes live.

19. **Estimate Planning**: Estimate Planning is the process of evaluating the effort, time, or complexity required to complete a user story, feature, or task. It helps teams prioritize, plan sprints, and set realistic expectations.

20. <u>Change Request</u>: A Change Request (CR) is a formal proposal to modify a system, project scope, requirement, or deliverable after the initial scope or plan has been agreed upon.

21. **Domain Modelling:** Domain Modelling is the process of visually representing the key concepts, entities, relationships, and rules within a specific business domain.