

06 BA Exposure - Forums 20

20 Forums on BA concepts

1. Stakeholder Analysis

Stakeholder analysis involves identifying all the parties affected by a project or business initiative. It includes analyzing their interests, influence, and impact on the project. This helps in managing expectations and improving engagement throughout the project lifecycle. It helps prioritize engagement strategies based on their power and interest. Using tools like RACI and stakeholder maps ensures clear communication and alignment. This improves buy-in and minimizes project resistance.

2. Requirement Elicitation

Requirement elicitation is the process of collecting user needs and business requirements. Techniques include interviews, workshops, observation, and brainstorming. The goal is to uncover all functional and non-functional requirements before project planning begins. It aims to uncover both stated and hidden requirements. Effective elicitation ensures clear, complete, and accurate documentation.

3. SWOT Analysis

SWOT analysis is a strategic planning tool used to identify internal Strengths and Weaknesses, as well as external Opportunities and Threats. It helps in decision-making and aligning resources with business objectives. SWOT stands for Strengths, Weaknesses, Opportunities, and Threats. It is a strategic tool used to assess both internal and external factors affecting a business. SWOT helps identify potential risks and areas of improvement. It supports planning, problem-solving, and decision-making.

4. Use Case Diagram

Use case diagrams depict the interaction between users (actors) and a system. They are useful for understanding system functionality from an end-user perspective. These diagrams are especially useful during requirement gathering and design phases. These diagrams are useful during requirement gathering and design. They help clarify the scope and ensure shared understanding.

5. User Stories

User stories are brief, simple descriptions of a feature told from the user's perspective. They follow the format: 'As a [user], I want [goal], so that [benefit]'. Used primarily in Agile, they promote collaboration and customer-centric development. They are usually accompanied by acceptance criteria for clarity.

6. Business Process Modelling (BPM)

Business process modelling involves visually documenting the steps involved in a business process. It identifies bottlenecks, redundancies, and opportunities for improvement. Common notations include BPMN, flowcharts, and SIPOC diagrams.

BPM supports process reengineering, automation, and training. It's key for improving business agility and customer satisfaction

7. Gap Analysis

Gap analysis compares the current state with the desired future state of a business. It helps identify missing capabilities, resource gaps, or performance issues. This analysis guides the formulation of strategies to bridge the gap. Systems, or skills to achieve goals. This analysis guides decision-making and project scoping. It helps prioritize actions to close performance or capability gaps.

8. Functional Requirements

Functional requirements define what the system should do—it features, functionalities, and behaviour. They are typically derived from business requirements and stakeholder inputs. Clear functional requirements are essential for successful design and development. They cover tasks such as calculations, data inputs, and system behaviour. Clear documentation ensures accurate development and testing. They directly impact system design and user satisfaction.

9. Non-Functional Requirements

Non-functional requirements describe system attributes such as performance, security, and usability. They ensure the system operates effectively under various conditions. Examples include response time, availability, and scalability. They don't dictate what the system does but how it does it. Examples include response time, uptime, and accessibility. They are essential for user experience and compliance.

10. Data Flow Diagrams (DFD)

Data Flow Diagrams show how information moves through a system. They highlight sources, processes, data stores, and outputs. DFDs are useful for understanding and improving data processing. A DFD maps how data moves through a system, showing inputs, outputs, and storage.

11. MoSCoW Prioritization

MoSCoW is a prioritization technique that categorizes requirements as Must have, Should have, Could have, and Won't have. It helps stakeholders focus on delivering the most critical functionality first. It's widely used in time-boxed projects and Agile development. It aligns stakeholders on delivery expectations and trade-offs. It's commonly used in Agile and time-constrained projects.

12. Business Case Development

A business case outlines the justification for a project, including costs, benefits, risks, and alternatives. It supports decision-making by evaluating the value proposition. A well-crafted business case aligns projects with strategic goals. Business cases support stakeholder decision-making and funding approval. They align project goals with organizational strategy.

13. RACI Matrix

The RACI matrix defines project roles and responsibilities. RACI stands for Responsible, Accountable, Consulted, and Informed. It ensures clarity and accountability in project execution. The matrix helps eliminate confusion and improve accountability. It is especially useful for large or cross-functional teams.

14. Root Cause Analysis

Root cause analysis identifies the underlying reason for a problem. It uses methods like the 5 Whys and Fishbone diagrams. This analysis helps in preventing recurring issues and improving systems. Techniques include the 5 Whys and Fishbone (Ishikawa) diagrams. RCA prevents recurrence by addressing the source of issues. It enhances quality control and process reliability.

15. Agile Methodology

Agile is an iterative approach to project management and software development. It emphasizes collaboration, flexibility, continuous improvement, and customer feedback. Popular frameworks include Scrum, Kanban, and Safe. It's ideal for projects with evolving requirements and fast-paced environments.

16. Waterfall Methodology

Waterfall is a sequential project management methodology where each phase must be completed before the next begins. It includes phases like requirement gathering, design, implementation, testing, and maintenance. It's suitable for projects with fixed requirements. It's best for well-defined, fixed-scope projects. Changes are difficult to implement once development begins.

17. Kano Model

The Kano Model helps prioritize features based on how they affect customer satisfaction. It classifies features as basic, performance, or delight factors. This model supports customer-focused product development. Basic needs must be met, performance features increase satisfaction, and excitement features delight users. It's widely used in product management and UX design.

18. Acceptance Criteria

Acceptance criteria are predefined conditions that a product or feature must meet to be accepted by stakeholders. They are clear, testable, and tied to user stories. They help ensure that development meets business expectations. Criteria help developers understand expectations and reduce ambiguity. They are vital for quality assurance and validation.

19. Requirement Traceability Matrix (RTM)

RTM is a document that tracks requirements throughout the project lifecycle. It ensures all requirements are covered in design, development, and testing. RTM improves transparency, accountability, and quality assurance. RTM supports impact analysis when changes occur. It's essential for quality assurance and compliance tracking.

20 Value Stream Mapping (VSM)

VSM is a Lean technique used to visualize the flow of materials and information. It identifies value-added and non-value-added steps in a process. The goal is to eliminate waste and improve process efficiency. It's widely used in manufacturing and service industries. Value Stream Mapping (VSM) visualizes all steps involved in delivering a product or service. It identifies value-added and non-value-added activities. VSM is key in lean and Six Sigma for eliminating waste and enhancing efficiency.