**FORUM**

1. **Elicitation Technique-**

Elicitation Technique is a method which is used to gather information or insights from individual or groups. These techniques are used in Business Analysis and project management to better understand the needs, requirements or problems. Techniques include- interviews, surveys, observation, brainstorming, JAD sessions, focus groups etc.

1. **Prioritization Technique-**

Prioritization techniques are the techniques for queuing the requirements for the development process.

**MoSCoW:** It is a prioritization technique used for software development of placing the importance of each requirement.

MoSCoW means –

M – Must have this requirement to meet business needs

S – Should have this requirement if possible

C – Could have if it is not contradicting with the above two requirements

W – Would like to have next time

1. **RACI Matrix:**

A RACI Matrix is a simple chart which defines the roles and responsibilities of a team. It is table specifying the roles in columns named as Responsible, Accountable, Consulted and Informed. It is thus important to update the chart to get the status of any project.

1. **SWOT Analysis:**

SWOT analysis is a planning tool which is used to identify and evaluate a business project’s Strengths, Weakness, Opportunities and Threats. It helps the organisations in understanding internal factors (strengths and weaknesses) and external factors (opportunities and threats) to take informed decision. The goal is to leverage strengths, address weaknesses, seize opportunities, and mitigate threats.

1. **Minimum Viable Product (MVP):**

MVP is an early version of the product which has sufficient features to be used by the early customers who can provide feedback for the development of the product. The developers develop MVP to avoid lengthy and unnecessary work. It focuses on the core functionality that is necessary to deliver

value to the user. It has minimum feature set—just enough to get the job done. It is a simplified design that is easy to use and understand.

1. **Use Case Diagrams:**

A Use Case Diagram is the graphical representation of the user’s interaction with the system. It is a diagram which shows different users in the system. The use cases are represented by either ellipses or circles.

1. **Activity Diagrams:**

An Activity Diagram is a type of Unified Modelling Language flowchart that shows the flow from one activity to another in a system or an application.

1. **Sequential Waterfall Model:**

A traditional software development program where phases (Requirement gathering, Design, Implementation and maintenance) follow a step-by-step approach is called the water fall model.

1. **Agile Scrum:**

A project management framework which is carried out in iterations, using short developmental cycles (sprints), daily stand-ups and has defined roles like Project Owner and Scrum Master.

1. **Product Burndown chart:**

A product burndown chart shows how much work remains for the entire project. A product burndown chart collects a larger amount of data. The Scrum Burndown Chart is a visual measurement tool that shows the completed work per day against the projected rate of completion for the current project release. Its purpose is to enable the project is on the track to deliver the expected solution within the desired schedule.

1. **Sprint burn down chart:**

A burndown chart shows the amount of work that has been completed in an epic or sprint, and the total work remaining. Burndown charts are used to predict the team's likelihood of completing their work in the time available.

1. **Impediment Log:**

An impediment log is also known as an issue log or obstacle log. It is a tool or document used in Agile software development to track and manage obstacles, or anything that stops the team from getting work done and slows down the velocity. These impediments could be any issues, blockers or problems that hinder the team’s ability to complete their work efficiently.

1. **Product Backlog:**

In the product backlog all stories and all requirements are included that is needed to accomplish the project vision. Product Owner owns the product backlog. It includes requirements, defects, feature ideas, bug fix, and documentation. Everyone contributes to the product backlog. Release burndown metric is used. Estimation is done at user story level.

1. **Sprint Backlog:**

In the sprint backlog anything needed to fulfil the sprint goal is included. The development team owns the sprint backlog. It is a subset of product backlog and defined as a priority by the product owner. Only the development team contributes to the sprint backlog. Sprint planning meeting is to refine the sprint backlog items. No changes are allowed to sprint backlog items once the sprint has started. Sprint burndown metric is used. Estimation is done at the activity or task level. Daily stand-up meeting discusses the sprint backlog in accordance with sprint goal.

1. **Product Grooming:**

Product grooming is also known as backlog grooming, it is an important activity in Agile software development that involves reviewing, prioritizing, and refining the items in the product backlog. The goal of product grooming is to ensure that the backlog is well prepared, organized and for implementation in upcoming sprints. It is a collaborative effort involving the product owner, development team and other relevant stake holders.

1. **Scrum Master:**

Scrum Master acts as a team coach and is responsible for maintaining the quality of the product. He will monitor the performance of the team within the sprint. All the issues raised by the team will be taken care by scrum master. He will facilitate the scrum process by resolving the issues and creating a self-organized environment for the team. Scrum Master reports to the top management about the efficiency of the team and the quality of the product.

1. **Product Owner:**

The product owner will decide what should be there in the product and will be responsible for how the product has to be. He will regularly interact with the BA and the customers. He is responsible for the product vision. He can decide if a project will be accepted or rejected, whether development needs to be continued or not and whether the ship the product or not. Product Owner reports to the top management and the clients.

1. **Sprint Size:**

The sprint size refers to the length or duration of a Sprint in scrum. A sprint is a time boxed period during which the development team works to deliver a potentially shippable product increment. The sprint size is determined during the project planning phase and typically ranges from two to four weeks, but it can vary depending on the project’s needs, complexity, and team dynamics.

1. **Scrum Size:**

The Scrum team size refers to the number of individuals who collaborate to deliver the product increment in scrum. The scrum team is a self-organizing and cross-functional team, typically consisting of a Product Owner, a Scrum Master, and the development team. The scrum team size is small, ideally between 5 to 9 members, to enable effective communication, collaboration, and flexibility. However, there are no strict rules regarding team size, and it may vary depending on the specific project requirements and organization.

1. **Definition of Done (DOD):**

It outlines the criteria that a user story of any other backing item must meet to be considered complete and ready for release. It establishes a shared understanding of what it means for work to be considered as done and ensures that all necessary aspects such as quality, testing, and documentation are addressed.