**Nurturing Process - Capstone Project3– Part -2**

**Q1. What is the difference between Brainstorming and JAD Sessions? 3 Marks**

**Answer:**

|  |  |  |
| --- | --- | --- |
| **Features** | **Brainstorming** | **JAD Session** |
| **Purpose** | Brainstorming is used to generate creative  ideas, solutions or concepts for a specific  problem or project | JAD session are used to gather  requirements, define project  scope and streamline  communication among  stakeholders especially in  software development  JAD session are used to gather  requirements, define project  scope and streamline  communication among  stakeholders especially in  software development |
| **Process** | Participants freely share their thoughts and  ideas without immediate evaluation or  criticism. The focus is on quantity and  diversity of ideas. | Facilitated by a leader, JAD  sessions involve structured  discussions and activities to  extract detailed requirement and  specification. |
| **Setting** | It often takes place in an informal setting,  encouraging open and imaginative thinking | They are organized workshops  that include stakeholders, end-  users and development team in  a focused environment |
| **Outcome** | The result is a collection of varied ideas that  can be further refined, evaluated and  developed into potential solutions | The outcome is a documented  and refined set of projects  requirements that serve as a  foundation for development. |
| **Applicability** | Brainstorming is used in creative processes,  problem-solving and idea generation across  various domains | JAD sessions are commonly  used in software development  projects to ensure clear  understanding and alignment of  project goals |

**Q 2. Why Document Analysis is one of the compulsory techniques we use in a Project? Justify – 3 Marks**

**Answer:** Document analysis is a crucial and often compulsory technique used in various projects across different domain for several reasons**”**

**1. Information Gathering-** Documents contain valuable information, insights and data that can be crucial for understanding the project context, requirement, scope and objectives. Analysing **documents helps project team gain a comprehensive understanding of the project’s background.**

**2. Requirement clarification-** Ensure a clear understanding of project goal to prevent miscommunication.

**3. Risk management-** identify potential challenges and develop strategies to mitigate them.

**4. Legal and regulatory compliance-** many projects need to adhere to legal and regulatory standards. Analyzing relevant documents helps ensure that the project align with these requirements, avoiding legal issues and potential penalties.

**5. Historical context-** Learn from past projects success and challenges

**6. Stakeholder alignment-** project involve multiple stakeholders with varying interests and perspectives. Analyzing documents related to stakeholder preferences, concerns and expectations helps in aligning everyone’s goal

**7. Scope Definition-** clearly outline project scope to manage expectations

**8. Communication strategy-** use documents for effective intra-team and inter-team communication

**9. Change management-** evaluates impacts of changes to make informed decisions.

**10. Decision making**

**11. Quality assurance**

**Q3. In Which Context we will use Reverse Engineering? - 3 Marks**

**Answer:** Reverse engineering is a process in which a product, system or component is analysed and deconstructed to understand its underlying design, functionality and structure. It involves working backward from the end products to uncover the details of how it was created, even when the original design or documentation is not readily available.

Reverse engineering is commonly used in various contexts to understand and analyze existing systems, products or technologies. Here are two common contexts where reverse engineering is employed”

**1.Software Development and maintenance**- Reverse engineering is often used in software development to understand and analyze existing software systems, especially when the original source code is unavailable or poorly documented. It can be used to enhance or modify software or identify security vulnerabilities.

**2.Product analysis and competitor research**- Reverse engineering helps businesses understand their own products by dissecting them, revealing design, functionality and areas of improvement. It aids in troubleshooting, replication, customization, upgrades and documentation. Reverse engineering competitor product provide insights into their features, functionalities and market positioning. This informs benchmarking, innovation, differentiation and strategic decision making.

**Q4. What is the difference between Brainstorming and Focus Groups? - 3 Marks**

**Answer:**

|  |  |
| --- | --- |
| **Brainstorming** | **Focus Group** |
| To generate a multitude of creative ideas or solutions to a specific problem | To gather qualitative insights, opinions  and feedback on a particular topic,  product or concept |
| Unstructured ideation with participants  freely sharing ideas without immediate  evaluation or criticism | Structured discussions led by a  moderator, focusing on participants,  opinions or experience guided by a set of  predetermined questions |
| Brainstorming can be conducted with a  small or large group, size may vary | Typically involve a small group of  participants usually ranging from 6 to 12  individuals |
| Interaction among participants is  encouraged, but the primary goal is idea  generation | Participants interact with each other,  sharing opinions, discussing viewpoints  and potentially influencing each other’s  perspective |
| Emphasis on creative and diverse ideas,  quantity of ideas is prioritized over their  immediate quantity | Participants provide detailed insights,  opinions and qualitative feedback related  to the specific topic |
| Typically conducted in the early stage of  problem-solving or idea generation | Often used in the research and feedback  – gathering phase to inform decisions and  refine strategies |

**Q5. Observation Technique – Explain both Active and Passive approaches - 3 Marks**

**Answer:** Business Analyst use observation technique 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 jobs 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 disturb or interrupt the work while the user is performing the work activity. Any question 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.

**Q6. How do you conduct the Requirements Workshop- 3 Marks**

**Answer:** A requirements-gathering workshop is a structured, interactive session where business analysts, system analysts and project managers collaboratively work with stakeholders to identify, refine and document the essential project requirements.

The primary goal, focus and objective of a requirements workshop is to achieve a shared understanding of the project’s objectives, scope and key deliverables among all stakeholders.

**Icebreaker activities:** These Foster a collaborative and open environment. Encourage participants to introduce themselves and share expectations.

**Present project overview:** Provide an overview of the project, its goals, and the context in which it will be implemented. Clarify the purpose of the requirements-gathering process.

**Discuss end users’ needs:** Use techniques like brainstorming, mind mapping, process analysis and process modelling.

**Define functional/ non-functional requirements:** Use techniques like use case analysis, user stories or process mapping. Consider constraints and limitations that may impact the project.

**Document and summarize:** Document the gathered requirements in a clear and organized manner. Summarize key findings, decisions and action items.

**Assign responsibilities:** Assign responsibilities for further analysis, validation and implementation of the requirements. Define the next steps in the project development process.

**As companies increasingly recognize the value of interactive and inclusive methods, the requirements workshop emerges as a critical cornerstone for successful project delivery**

**Q7. 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 –6Marks**

**Answer:** Interview Technique can be used to verify the fact, clarify ambiguity, trigger enthusiasm, engage end user, identify requirements, and the opinion and ideas. It is used to get more information from the people in an formal or informal setting by asking questions and documentation 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 interview. 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 ad it may vary based on the stakeholder response and interactions.

**• Open Ended Questioned- Open-** Ended questions are those that provide respondents with a question prompts and provides them a space in which to construct their own response.

**• Close Ended questions-** Often the answer is a single word (e.g Yes or No) or less common a short phrase. You are not looking for an explanation or an elaboration to the question in the answer given to the question.

**Q8. Questionnaire Technique – Where we will use? Give one example - 6 Marks**

**Answer:** 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 question and open-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 the data collection questionnaire can be both qualitative as well as quantitively 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 customer, products, work practices and attitudes from a group of people in a structured way and in relatively short period of time.

Surveys are preferred elicitation techniques when faced with a large number od stakeholders are geographically dispersed and you need to gather the same information from them.

**Example:**

**1. How many times have you visited (website) in past month?**

1. None
2. Once
3. More than once

**2. What is primary reson for your visit to (website)?**

1. To make a purchase
2. To find more information before making a purchase in-store
3. To contact customer service

**3. Who did you purchase these products for?**

1. Self
2. Family member
3. Friends
4. Colleague
5. On behalf of a business
6. Other

**Q9. How to Sort the Requirements – Where we will use? Give one example - 5 Marks**

**Answer:** 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 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 qualified 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 correction, etc.

• **Non- functional requirements** are not related to 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.

Example- usability, reliability, security, storage, cost, flexibility, configuration, performance, legal or regulatory requirements, etc.

**Q10. Prioritise the Requirements – –Where we will use? Give one example - 5 Marks**

**Answer:** Large software system has a few hundred to thousands of requirements. Neither are all requirements equal nor do the implementation team have resources to implement all the documented requirements.

There are several constrains such as limited resources, budgetary constraints, time crunch, feasibility, etc, which bring in the need to prioritize requirements.

Most requirements are interdepended and you will hardly find any req. that exists independent. To understand why we need a dependency map- let us take a scenario where yu have 8 req. X,Y,Z,P,Q,R,M,O and N with priorities on a 5 –level scale where 1 is the most critical and 5 least critical, as 1,2,1,4,5,1,2,2,3.

So, with these priorities it would be logical to begin with req. X,Z and R.

2. MoSCoW- The 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- These are the 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 be features that are nice to have and could potentially by included without incurring too much effort or cost

•Won’t have- are features that have been requested but are explicitly excluded from scope for the planned during and may be included in a future phase of development**.**

**MoSCoW method works better than numeric rating system as it is much easier for the stakeholders to rate the requirements as Must, Should Could or Would.**

**MUST (M):** Defines a req. that has to be satisfied for final solution to be acceptable e.g. The HR system “must” store employee leave history.

**SHOULD (S):** This is high –priority requirement that should be included if possible, within the delivery time frame. Workaround may be available for such req. and they are not usually considered as time-critical or must-have. E.g. The HR system “should” allow printing of leave letters.

**Could (C):** This is a desired or nice to have req. (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 notification on pending leave dates**.**

**WON’T or Would (W):** This represents a requirement that stakeholders want to have, but have agree will not be implemented is the current version of the system. That is, they have decided it will be postponed till next round of development e.g. The HR system “won’t” support remote access but may do so in the next release.

**Q11. Weekly status reporting – How we will drive? 5 Marks**

**Answer**: A weekly status report, also known as a weekly check-in. is a communication tool that project managers use to keep tabs on their employee’s 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 coming plans for future.

A weekly report is a review of your workweek and provides a summary of what you competed, what project are in 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 onto important aspects of the work you complete.

**Project Management Weekly Status Report Template**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Completed Items | | | | |
| **Project** | **Task** | **Team Members** | **Estimation** | **Notes** |
| xxxxx | xxxxx | xxxxx | xxxxx | xxxxx |
| xxxxx | xxxxx | xxxxx | xxxxx | xxxxx |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| In Progress | | | | |
| **Project** | **Task** | **Team Members** | **Estimation** | **Notes** |
| xxxxx | xxxxx | xxxxx | xxxxx | xxxxx |
| xxxxx | xxxxx | xxxxx | xxxxx | xxxxx |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Assigned but not Started | | | | |
| **Project** | **Task** | **Team Members** | **Estimation** | **Notes** |
| xxxxx | xxxxx | xxxxx | xxxxx | xxxxx |
| xxxxx | xxxxx | xxxxx | xxxxx | xxxxx |

**Q12. Meeting Minutes Document – prepare one Sample -5 Marks**

**Answer**: Minutes are to create an official record of action 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:**  **(MM/DD/YYYY)** | 06/02/2025 | **Time** | 09:00 |
| **Meeting Facilitator** | Business Analyst | **Location** | Pune |

|  |
| --- |
| **A. Meeting Objective** |

1.Discussion status of sprint

2.Discussion progress report of project

3.Discuss about impediments if any

4.Suggest Solution

|  |
| --- |
| 1.Discussion status of sprint |
| 2.Discussion progress report of project |
| 3.Discuss about impediments if any |
| 4.Suggest Solution |

|  |  |  |  |
| --- | --- | --- | --- |
| **B. Attendees** | | | |
| **Name:** | **Department** | **Email** | **Phone** |
| ABC | Development Team | ABC@yahoo.com | 9960xxxxxx |
| XYZ | Technical Team | XYZ@yahoo.com | 8888xxxxxx |
| Sneha Jalnapure | Business Analyst | Snehajalnapure3@gmail.com | 9699xxxxxx |

|  |  |  |
| --- | --- | --- |
| **C. Meeting Agenda** | | |
| **Topic** | **Owner** | **Time** |
| Discussion about the action and sprints | Development Team |  |
| Decision on WIP items | Development Team |  |

**Q13. Change Tracker – Document - – prepare one Sample -4 Marks**

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

**Below are the steps to follow**

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

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Milestone/ Requirement** | **Request No** | **Requestor** | **Description of the change** | **The reason for the change** | **The impact of the change** | **The proposed action to be taken** | **The Business priority of the change** | **The status of the change (approval block)** |
| Changing DB path for Servicing Module | 1 | XYZ | New query will be created with new columns to avoid data collusion | To Fetch more relevant data | More Clarity in Data fetching | XXX | High | In progress |

**Q14. Difference between Traditional Development Model and Agile Development Models –8 Marks**

**Answer: Traditional Development Model**

* Used to develop Simple Software
* In this testing is done once the development phase is totally completed
* It provides less security
* It provides less functionality in the software It supports fixed development model
* Development cost is less
* It consists of five phases
* Expectation is favoured in traditional model
* Product delivered at the end of project
* It is rigid to accept the change
* Models based on traditional software development- spiral, waterfall, V model, incremental model.

Traditional project management focuses on the linear approach. In the agile world, this project management approach is often known as the waterfall approach. In traditional method, al the project phases are complete is sequential order. This rigid, top-down approach contains some fixed stages, such as plan, design, build, testing, user acceptance, deployment, release, etc. Unlike agil, traditional project management plan everything beforehand and not empirically. In this approach, requirements are fixed and budget and time get agreed on earlier. For this reason, teams often face budget and timeline problems with this approach. You can’t use traditional project management to develop complex product, as this approach leaves no room for changing the requirements. However, studies suggested that the waterfall or traditional approach’s failure rate is nearly 21% while the agile failure rate is 8%.

Agile model:

* It is used to develop complicated software
* In this testing and development process are performed concurrently
* It provides less high security
* It provides all functionality needed by the users
* It is used by professionals
* It supports changeable development model
* Development cost is higher
* It consists only three phases
* Adaptability is favoured in the agile methodology
* Product delivered frequently within couple of weeks to couple of months
* Change accepted even in late development stage
* Model based on agile development- Scrum, XP, Crystal, Dynamic system development method (DSDM), feature driven development (FDD), Adaptive software development (ASD)

Agile Project Management: In agile project management, project is time-boxed in short iterations. The iteration lasts for maximum of a calendar month. And after each iteration, you’ll get a new releasable product increment. Agile project management focuses more on implementing the client’s feedback and reviewing the product periodically. Customer collaboration is a vital factor I agile. It doesn’t follow a plan blindly and responses to Changes quickly.

Today, agile methodology comes with different methods and frameworks for project management.

For example, Scrum, Kanban, LeSS, SAFe, and Scrumban are great examples of popular agile project management methods. These methods are perfect choices for preventing time consumption, increasing customer satisfaction, and encouraging decision-making at every product development step. Initially, agile project management was considered fir the software development industry and, in recent times, successfully implemented in other sectors like architecture, financial services, marketing, etc

**Q15. Explain Brainstorming Technique – Where to use? 5 Marks**

**Case study ( Q16 – Q20 : 33 Marks)**

TTS Company is a multinational Company giving services on Software development in the BFSI Vertical. They have multiple products available. They have Research and Development Wing, which continuously try to improve the Quality of the products and innovation is their USP, this is helping TTS Company to be in Top 10 List. TTS Company came up one initiative to help their Employees with Loans based on their eligibility. To support this cause, they proposed the development of Employees Loan Management System.

The Employees Loan Management System will help an organization to manage a loan for its employees online in an efficient way. Employees can request loans, which will be reviewed by the HR and Accounts departments and then loans will be approved or rejected. In case, the loan is rejected, the employee will be informed of the reason for loan rejection. However, in the case of loan approval, Loan approval terms and conditions, the loan repayment schedule will be provided to the employee. If the employee will agree with the loan offer, terms and condition, and repayment schedule, the loan will be granted to the employee and automatic deduction from employee salary will be made.

**Answer:** The basic idea behind brainstorming is to find a conclusion for a specific problem by gathering a list of ideas spontaneously contributed by its members.

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, project scheduling, etc.

**1. Nominal group technique:** In this technique Participants are asked to write their ideas anonymously, then the facilitator collect the ideas and the group votes on each idea. This process is called distillation.

**2. 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.

**3. 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.

**4. 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 solution space (i.e 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 idea 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 group of people, as a BA, by using brainstorming, we can gather the ideas and can creative solutions for problems in short time.

**1. 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.

**2. Conduct brainstorming session:** Share new ideas without any discussion, criticism or evaluation. Record or note down all ideas.

**3. 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

**Q16. What reports Accounts Departments will generate (minimum 5 reports) – 10 Marks**

**Answer:** Accounts and HR will be reviewing the request and generate various reports and that will be sent to Employees. Following are the reports which will be generated by an employee.

**Loan Approval Report:** This will be Reviewed and sent by HR department in coordination with Accounts Department.

**Loan Rejection Report**: Here, employee would be informed about the status of the Request which is rejection in this case.

**Loan Approval terms and Conditions:**Once the loan is approved it will be informed to employee, along with that it will also be communicated the terms and conditions it will have to oblige.

**Loan Repayment Schedule Report:**Here, Numbers are shared with employee about the tenure for which loan is approved, ROI, EMI and tenure for which he will be repaying the loan

**Loan Offer Report:**In this Report HR Department will inform employee the amount sanctioned by HR department, tenure and EMI employee will have to bear for

**Q17. What is the structure of the message/mail communicated from the HR department to the employee in case the Loan is rejected? – 5 Marks**

**Answer:**

**From:** [**snehajalnapure3@gmail.com**](mailto:snehajalnapure3@gmail.com)

**To:** [**Kamesh.n@tts.com**](mailto:Kamesh.n@tts.com)

**Cc: Financedept@TTS.com,** [**HRdepts@TTS.com**](mailto:HRdepts@TTS.com)

**Bcc:**

**Regular loan application number: AX143RRT**

Hello Kamesh,

Good day!!

I hope this message finds you well.

We appreciate your recent application for the loan through our internal loan program. This mail is reference to your loan application No. AX143RRT. Dated: 06/02/2025. After a thorough review of your application and supporting documents, we regret to inform you that we are unable to approve your loan request at this time.

The decision was based on as per the company policy, the employee must finish 1year for eligibility of loan. As per our records we noticed that you DOJ is 23/06/2024 and you have not completed 1 year based on the company policy. We understand that this may be disappointing news, and we want to assure you that this decision was made following our established guidelines to ensure fairness and compliance.

If you have any questions regarding the specifics of your application, or if you would like to discuss potential options for the future, please do not hesitate to reach out. We value you as an employee and are here to support you in any way we can.

Thank you for your understanding.

**Regards,**

**Sneha Jalnapure**

**Senior Executive, HR Department**

**TTS company**

**Q18. What is the structure of the message/mail communicated from the HR department to the employee in case the Loan is approved? – 5 Marks**

**Answer: From:** [**snehajalnapure3@gmail.com**](mailto:snehajalnapure3@gmail.com)

**To:** [**Kamesh.n@tts.com**](mailto:Kamesh.n@tts.com)

**Cc: Accountsdep.TTS.com, Accountsdep.TTS.com**

**Bcc:**

**Regular loan application number: AX143RRT**

Hello Kamesh,

Good day!!

I am pleased to inform you that your application for the loan through our internal loan program has been approved!

Congratulations! We appreciate your commitment and the details you provided during the application process and your application No. AX143RRT. Your loan amount of 5 lakhs will be processed and disbursed to your designated account from our end

As part of this process, please review the attached loan agreement, which outlines the terms and conditions of the loan, including repayment details and any applicable interest rates. If you have any questions or need further clarification, feel free to reach out to us.

We are delighted to support you, and we wish you all the best with your plans. Thank you for being a valued member of our team!

**Regards,**

**Sneha Jalnapure**

**Senior Executive, HR Department**

**TTS company**

**Q19. Design a sample report on the Loans applications Received by the accounts department – 8 Marks**

**Answer:** **Loan Disbursement for June Month**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Loan Type** | **Application date** | **Loan Approval Status** | **Amount** | **Tenure** | **ROI** | **EMI** |
| **Vehicle Loan** | 03/06/2024 | Approved | 1,00,00 | 18 | 10 | 1185 |
| **Education Loan** | 14/06/2024 | Not eligible | ….. | - | - | …… |
| **Home Loan** | 10/06/2024 | Not eligible | ….. | - | - | ……. |
| **Personal Loan** | 01/06/2024 | Approved | 5,00,000 | 60 | 18 | 10,000 |
| **Marriage Loan** | 06/06/2024 | Not eligible | …… | - | - | ……. |

**Q20. Which reporting Tools we will use for generating reports. – 5 Marks**

**Answer:** Power BI and Tableau are the tools used for generating Report

**Power BI:**

Power BI is a Data Visualization and Business Intelligence tool that converts data from different data sources to interactive dashboards and BI reports. Power BI suite provides multiple software, connector, and services - Power BI desktop, Power BI service based on SaaS, and mobile Power BI apps available for different platforms

**Tableau:**

Tableau is a powerful tool used for data analysis, visualization. It allows creating amazing and interactive visualization and that too without coding. It provides the features like cleaning, organizing, and visualizing data. Data analysis is very fast with Tableau tool and the visualizations created are in the form of dashboards and worksheets.