

Question:1 – Difference between Brainstorming, JAD Sessions & Focus Groups

the main difference between brainstorming and a Joint Application Development (JAD) session lies in their structure and goals.

- **Brainstorming** is a broad, often unstructured creativity technique used to generate a large number of ideas on any topic. Its main purpose is idea generation, not decision-making.
- A **JAD Session** is a highly structured, formal workshop specifically used in project management and software development. Its goal is to bring key stakeholders (like clients, developers, and analysts) together to collaboratively define requirements, resolve issues, and make decisions, resulting in a formal document or plan.

Feature	Brainstorming	JAD Session
Purpose	Generate a wide range of ideas	Make decisions and define specific requirements
Structure	Informal and often unstructured	Highly structured with a formal agenda and facilitator
Participants	Can be anyone; roles are informal	Specific, key stakeholders with defined roles (e.g., facilitator, scribe, end-user)
Outcome	A list of raw ideas for later review	A formal, documented agreement or deliverable

Question: 2 – Document Analysis is important in projects

document analysis is important in projects because it provides the foundational information needed for success.

By reviewing existing documents, project teams can:

- **Understand Requirements** Define project scope, objectives, and expectations from the start.
- **Establish Context** Gain a baseline understanding of the current situation and learn from past projects.
- **Ensure Quality** Adhere to quality standards and guidelines for deliverables.
- **Identify Risks** Proactively uncover potential challenges and develop mitigation plans.
- **Make Informed Decisions** Use factual data to guide project strategy and problem-solving.
- **Improve Communication** Create a shared understanding and knowledge base for the entire team.
- **Maintain Compliance** Ensure the project meets all necessary legal and regulatory standards.

Question: 3 – Reverse Engineering

Reverse engineering is the process of extracting knowledge or design details from a man-made object and then using that information to reproduce or create something new.

There are two main categories of reverse engineering:

- **Black Box Reverse Engineering** This approach involves studying a system or product based on its external behavior—specifically, its inputs and outputs—without looking at its internal workings. For example, a team might analyze how a competitor's software responds to different commands to understand its features, without ever seeing the source code.
- **White Box Reverse Engineering** This method involves a deep dive into the internal structure and inner workings of a system or product. An example would be disassembling a smartphone to study its circuit board and components or analyzing the source code of a program to understand its algorithms and architecture.

Question: 4 - the difference between Brainstorming and Focus Groups

the key difference between brainstorming and focus groups is their primary goal: brainstorming is for **generating new ideas**, while focus groups are for **gathering opinions and feedback** on existing ideas, products, or concepts.

- **Brainstorming** is an open, creative process aimed at producing a large quantity of potential solutions to a problem. It typically involves an internal team and is often unstructured to encourage innovation.
- A **Focus Group** is a structured, moderated discussion with a carefully selected group of target users or customers. The goal is to collect qualitative data, understand user attitudes, and get feedback on something that already exists, like a prototype or marketing campaign.

Feature	Brainstorming	Focus Group
Purpose	Generate new ideas from scratch	Gather feedback on an existing concept
Participants	Often an internal team or subject matter experts	A selected group of target users or customers
Structure	Unstructured and free-flowing to encourage creativity	A guided discussion led by a skilled moderator
Outcome	A broad list of potential ideas or solutions	In-depth feedback, opinions, and user insights

Question: 5 - Observation Technique

The observation technique involves watching how people perform tasks and interact with their environment. The key difference between the active and passive approaches is the level of interaction from the observer.

Active Observation

In the active approach, the observer directly engages with the subject or process being watched.

- **What it is:** The observer asks questions, provides feedback, and may participate in the tasks to gain a deeper understanding.
- **Example:** A business analyst sits with a user and asks them questions while they demonstrate a workflow, or a researcher joins a community to participate in their daily activities.

Passive Observation

In the passive approach, the observer watches without interfering or interacting with the subject.

- **What it is:** The goal is to see how processes and behaviors occur naturally, without the observer's presence influencing the outcome. This is often described as being a "fly on the wall".
- **Example:** Watching security camera footage to analyze customer traffic patterns in a store or observing a meeting without speaking to understand team dynamics.

Question: 6 – Requirement Workshop

Conducting a requirements workshop is a structured process to collaboratively define, scope, and prioritize project requirements with key stakeholders.

Based on the information you provided and additional details, here is how to conduct one in short:

1. Preparation

Before the workshop, it's essential to lay the groundwork for a productive session.

- **Define Objectives:** Clearly state the goals of the workshop. What do you need to achieve by the end of the session?
- **Identify Stakeholders:** Invite all key decision-makers and representatives from business, technical, and user groups.
- **Create an Agenda:** Outline the topics, activities, and timeline for the workshop and share it with participants in advance.

2. Execution

During the workshop, a facilitator guides the group through a series of collaborative activities.

- **Facilitate Discussion:** Use techniques like brainstorming and process analysis to discover and gather requirements from all stakeholders.
- **Define and Prioritize:** Work together to define the scope, analyze the details of each requirement, and prioritize them based on business value and feasibility.

3. Follow-Up

After the workshop, the findings must be documented and confirmed.

- **Summarize Findings:** Document all captured requirements, decisions, and action items in a clear format.
- **Validate Requirements:** Circulate the summary document to all stakeholders for review and formal approval to ensure everyone is in agreement.

Question: 7 – Interview Requirement

A Business Analyst (BA) conducts interviews to extract valuable insights, needs, and expectations from individuals involved in or affected by a project. This technique is used in various contexts, including:

- **Requirements Gathering:** To understand what users and stakeholders need from a system or product.
- **Stakeholder Analysis:** To identify key stakeholders and understand their influence, interests, and perspectives.
- **Process Analysis:** To learn how current business processes work and identify areas for improvement.

Approaches to Conducting Interviews

There are two main approaches to conducting interviews:

- **Structured Interviews** This approach follows a predetermined set of questions asked in the same order to every interviewee. It's useful for comparing answers across different people and gathering specific, quantitative data.
- **Unstructured Interviews** This is a more flexible, conversational approach where questions are not predetermined. It allows the BA to adapt the conversation, explore topics as they arise, and gain deep, qualitative insights.

Open-Ended vs. Closed-Ended Questions

The types of questions asked are key to the interview's success:

- **Open-Ended Questions** These questions encourage detailed, narrative answers and are used to explore topics in depth. They often start with words like "how," "why," or "what".
 - **Example:** "What challenges do you face with the current system?"
- **Closed-Ended Questions** These questions are designed to elicit short, specific answers, often a simple "yes" or "no," or a choice from a limited set of options. They are useful for confirming facts or getting specific data points.
 - **Example:** "Do you use the reporting feature daily?"

Question: 8 – Questionnaire Technique

The questionnaire technique is a method of collecting data from a large number of people, commonly used in research, surveys, and assessments. It is particularly useful for:

- **Market Research:** To understand consumer behavior, needs, and opinions about a new product.
- **Customer Satisfaction:** To gather feedback on a company's products or services.
- **Requirements Gathering:** To collect preferences and priorities from a wide user base when one-on-one interviews are not practical.

Example

A common example is a **customer satisfaction survey** sent out after an online purchase.

The survey might ask a customer to rate their shopping experience on a scale of 1 to 5 (a closed-ended question) and then ask, "What could we do to improve your experience?" (an open-ended question) to gather both quantitative and qualitative feedback.

Question: 9 - Sort the Requirements

Sorting requirements is a crucial step in project management used during the requirements gathering and documentation phases. Its purpose is to organize, prioritize, and categorize all requirements to make them easier to analyze and implement.

Based on the image, here are the common ways to sort them:

- **Functional vs. Non-functional:** Grouping requirements by what a system *does* (functional, e.g., "user can log in") versus *how* it performs (non-functional, e.g., "page must load in 2 seconds").
- **Priority Sorting:** Ranking requirements based on their importance to the project's success (e.g., "Must Have," "Should Have," "Could Have").
- **User Role Sorting:** Organizing requirements based on which user group needs them (e.g., grouping all features for an "Administrator" versus a "Standard User").
- **Time Dependency Sorting:** Arranging requirements in the order they need to be implemented, as some features may depend on others being completed first.

Example

A common example of **priority sorting** is using the MoSCoW method for a new e-commerce website:

- **Must Have:** Customer login, add to cart, and checkout functionality.
- **Should Have:** A product review and rating system.
- **Could Have:** A "compare products" feature.
- **Won't Have (this time):** A customer loyalty program.

Question: 10 - Prioritise the Requirements

Prioritizing requirements is a critical step in project management that helps teams focus on what is most important for success. This is typically done after requirements have been gathered and before development begins. The main purpose is to ensure that limited resources (like time and budget) are spent on delivering the highest value features first. Prioritization is based on factors like business value, impact, cost, risk, and dependencies.

Example using the MoSCoW Technique

A widely used prioritization technique is **MoSCoW**, which categorizes requirements into four groups.

For a new mobile banking app, the requirements might be prioritized as follows:

- **Must-have:** These are non-negotiable features essential for the product to function.
 - *Example:* Users must be able to log in securely and check their account balance.
- **Should-have:** These are important features but not critical for the initial launch.
 - *Example:* The app should allow users to transfer money to other accounts.
- **Could-have:** These are desirable "nice-to-have" features that can be included if time and resources permit.
 - *Example:* The app could include a feature to find nearby ATMs.
- **Won't-have (this time):** These are features that are agreed to be out of scope for the current release but may be considered for the future.
 - *Example:* The app won't include a personal finance management tool in the first version.

Question:11 – Weekly Status Reporting

A weekly status report is a summary of all work done during a week, showing how these activities contributed to the project's goals. To drive this process effectively, create a concise and structured report that answers four key questions for stakeholders and team members.

How to Structure the Report

Center the report around these four core areas to ensure clarity and focus:

1. **What have you accomplished this week?**
 - List key achievements and completed tasks. This section highlights progress and demonstrates momentum.
2. **What have you been working on recently?**
 - Detail the tasks that are currently in progress. This provides visibility into ongoing efforts and helps manage expectations.
3. **What are your top priorities?**
 - Outline the main focus for the upcoming week. This aligns the team and stakeholders on the next steps.
4. **What are your challenges going into next week?**
 - Identify any roadblocks, risks, or issues that could slow down progress. This allows the team to address problems proactively.

Question: 12 – Meeting Minutes Document

A Minutes of Meeting (MoM) is a formal written document that summarizes the discussions, decisions, and actions taken during a meeting. It serves as an official record to ensure everyone is on the same page regarding key points and action items.

Meeting Title:	Project Alpha - Weekly Sync
Date and Time:	September 10, 2025, 11:00 AM
Location:	Virtual (Microsoft Teams)
Attendees:	Anjali Sharma (Project Manager), Ben Carter (Lead Developer), Chloe Davis (Business Analyst), David Lee (QA Lead)
Agenda:	1. Review of Last Week's Action Items 2. Sprint 3 Progress Update 3. Discussion of New Change Request CR-012 4. Planning for User Acceptance Testing (UAT)

Discussion Summary:

- All action items from the previous meeting were confirmed as complete.
- Ben Carter reported that Sprint 3 is 75% complete and on track. The new login module is ready for QA.
- Chloe Davis presented Change Request CR-012 (add social media login). The team discussed the impact on the current timeline.
- The team reviewed the plan for the upcoming UAT phase, scheduled to start on September 22.

Decisions Made:

- Change Request CR-012 is approved. It will be added to the backlog and prioritized for the next sprint (Sprint 4).
- The QA team will begin testing the new login module tomorrow, September 11.

Action Items:

Action Item	Owner	Due Date
1. Create user stories for CR-012.	Chloe Davis	September 15, 2025
2. Provide a formal sign-off on the login module testing.	David Lee	September 19, 2025
3. Finalize the list of UAT participants.	Anjali Sharma	September 17, 2025

Question: 13 – Change Tracker

A Change Tracker document is used by the project team to log and track change requests made throughout the life of the project. This ensures that all modifications are documented, reviewed, and approved.

Date	Version Number	Document Changes	Name	Title	Signature	Approved By
2025-09-10	1.0	Initial draft of the Business Requirements Document created.	Chloe Davis	Business Analyst	Chloe Davis	Anjali Sharma
2025-09-15	1.1	Updated requirements in Section 4 based on stakeholder feedback.	Chloe Davis	Business Analyst	Chloe Davis	Anjali Sharma
2025-09-22	1.2	Added Appendix B with data flow diagrams.	Rahul Kumar	Project Manager	Rahul Kumar	Anjali Sharma
2025-09-28	2.0	Final version approved by all stakeholders for development kickoff.	Anjali Sharma	Project Manager	Anjali Sharma	John Doe (Sponsor)

Question: 14 - Traditional Development Model and Agile Development Models

Aspect	Traditional Development Model (Waterfall)	Agile Development Model (Scrum)
Development Approach	Linear and Sequential: Each phase (e.g., design, build, test) must be completed before the next one begins.	Iterative and Incremental: The project is broken down into small, manageable cycles (sprints) that build upon each other.
Flexibility and Adaptability	Less adaptable to changes: Changes are difficult and costly to implement after the project has started.	Embraces changes: Flexibility is a core principle, allowing for changes throughout the development process.
Project Planning	Detailed upfront planning: The entire project is planned at the start, and changes are often discouraged.	Incremental planning: Planning is revisited regularly, welcoming and accommodating changes as the project evolves.
Delivery of Software	Delivered at the end: The complete system is delivered in one go at the end of the project.	Delivered in small increments: Functional pieces of the software are delivered frequently throughout the project.
Client Involvement	Limited involvement: The client is mostly involved at the beginning (requirements) and the end (delivery).	Frequent collaboration: The client is actively involved throughout the entire development process, providing regular feedback.

Question: 15 - Brainstorming Technique

brainstorming is a creative technique used by individuals or groups to generate a large number of ideas on a specific topic in a free-thinking environment. The main goal is to encourage new, unconventional solutions by suspending judgment and allowing all ideas to be voiced.

Where to Use Brainstorming

Brainstorming is used in any situation that requires creative problem-solving or fresh ideas. Common use cases include:

- **Problem-Solving:** When a team needs to find the root cause of a problem or generate potential solutions.
- **Innovation and Idea Generation:** To come up with new product features, marketing campaigns, or business strategies.
- **Project Planning:** To identify potential risks, define project goals, or create a work breakdown structure.
- **Design Thinking:** In the ideation phase to explore a wide range of design solutions for a clearly defined problem.

Question: 16 – Reports Generated by the Accounts Department

The Accounts Department, in managing the Employee Loan Management System, would generate several key reports to track financial activities, ensure compliance, and maintain accurate records. A minimum of five essential reports would include:

- **Loan Disbursement Report:** This report details all the loans that have been approved and disbursed to employees within a specific period. It includes employee details, loan amounts, and disbursement dates.
- **Outstanding Loan Balance Report:** Provides a summary of all active loans, showing the outstanding principal and interest for each employee. This is crucial for understanding the company's total loan exposure.
- **Monthly Repayment and Deduction Report:** This report lists the loan repayment amount to be deducted from each employee's salary for the upcoming payroll cycle. It is shared with the payroll department to ensure automatic deductions are processed correctly.
- **Loan Application Status Report:** An overview of all loan applications received during a period, showing their current status (e.g., Pending, Approved, Rejected). This helps the department track processing times and workflow efficiency.
- **Loan Delinquency/Default Report:** Identifies any employees who have missed repayments. Although the system is designed for automatic deduction, this report is important for cases where an employee leaves the company or has insufficient salary for the deduction.

Question: 17 – Structure of a Loan Rejection Email

Subject: Update on Your Loan Application – 785625482

Dear Harish Kumar,

Thank you for submitting your application for an employee loan Application ID: 785625482 on 27-08-2025.

After a careful review of your request against the company's loan eligibility criteria, we regret to inform you that we are unable to approve your application at this time.

The decision was based on the following reason. The requested amount exceeds the maximum loan eligibility for your grade.

If you would like to discuss this further or have any questions about the loan policy, please feel free to contact the HR department.

Best regards,

The HR Department

XYMA Analytics Pvt Ltd.

Question: 18 - Structure of a Loan Approval Email

Subject: Congratulations! Your Loan Application Has Been Approved

Dear Harris Kumar,

We are pleased to inform you that your employee loan application 785325412 has been approved.

Here are the details of your approved loan:

Approved Loan Amount: 5,00,000

Interest Rate: 15% per annum

Loan Tenure: 120 months

Attached to this email, you will find the Loan Agreement document, which includes the full terms and conditions and a detailed Repayment Schedule.

Please review these documents carefully. To accept this loan offer, reply to this email by 17-09-2025, confirming your agreement. Once your confirmation is received, the loan amount will be disbursed to your salary account within 10-15 business days.

Should you have any questions, please do not hesitate to contact us.

Best regards,

The HR Department

XYMA Analytics Private Limited

Question: 19 – Sample Report: Loan Application Received

Loan Applications Received Report

Company: XYMA Analytics Private Limited

Department: Accounts Department

Report Period: September 1, 2025 – September 30, 2025

Generated On: October 1, 2025

1. Executive Summary

Total Applications Received: 15

Total Applications Approved: 8

Total Applications Rejected: 5

Total Applications Pending: 2

Total Value of Loans Requested: 8,00,000

Total Value of Loans Approved: 25,00,000

2. Detailed Application Log

App. ID	Employee Name	Employee ID	Department	Date Received	Amount Requested	Status	Decision Date
LN0921	Aman Sharma	T1023	Technology	02-09-2025	80,000	Approved	05-09-2025
LN0922	Priya Singh	T1145	HR	04-09-2025	2,75,000	Rejected	07-09-2025
LN0923	Rohan Mehta	T1088	BFSI	05-09-2025	1,25,000	Approved	10-09-2025
LN0924	Anika Desai	T1201	R&D	09-09-2025	95,000	Pending	-

Question: 20 – Reporting Tools for Report Generation

For a multinational software development company, a range of modern reporting tools would be suitable for generating the reports for the Employee Loan Management System. The choice would depend on their existing tech stack and specific needs.

- **Business Intelligence (BI) Tools:** These are the industry standard for creating interactive dashboards and detailed reports.
 - **Microsoft Power BI:** An excellent choice if the company heavily uses the Microsoft ecosystem (like Azure, Office 365). It allows for creating dynamic, visually rich, and easy-to-share reports.
 - **Tableau:** A leading data visualization tool known for its powerful and intuitive interface that helps in exploring and understanding data quickly.
- **Integrated System Reporting:** Since software development company is developing the system itself, they could build a custom reporting module directly into the application. This provides a seamless user experience for the HR and Accounts teams.
- **SQL-Based Reporting Services:** Tools like **SQL Server Reporting Services (SSRS)** could be used to generate paginated, standardized reports directly from the application's database, which is ideal for formal documents like repayment schedules.