**Business Analyst**

The role of a business analyst is to identify a business needs and issues by improving and assessing its current systems. In other words, a business analyst is responsible for change in an organisation by defining needs and recommending solutions. When the changes involve software for example, business analysts will have to collaborate with other departments to discuss requirement

**Product Owner**

The role of a product manager is to successfully guide a cross functional team through a project. Product managers must be organised, especially in tech companies in terms of the roadmap, strategy and feature definition. In some ways, the product manager role can be similar to a brand manager role as they also may be responsible for marketing, forecasting and profit and loss.

BA Approach

Business analyst on a project would create describing the way that all the Business Analysis activities will be executed. This could include: Business Analysis resources and their Roles & Responsibilities, Requirement Gathering Approach for the project (techniques to be used, high level planning), Stakeholder Engagement, Requirements Review Process and Approval Cycles, Change Management approach to requirements and agreed deliverables. Other elements such as team structure, assumptions and constraints could also be included.

Elicitation Techniques

Elicitation is the process of working with stakeholders to understand what they want to achieve through the project or to understand how the business is organised today. Elicitation involves bringing out the best ideas from people who see all the different aspects of the problem and includes documenting the results of what you find. There are many techniques such as Document Analysis, Observation, Interview etc.

Gap Analysis

A gap analysis is a method of assessing the performance of a business unit to determine whether business requirements or objectives are being met and, if not, what steps should be taken to meet them. A gap analysis may also be referred to as a needs analysis, needs assessment or need-gap analysis.

Risk Analysis

Risk Analysis is a technique that identifies, assesses, and manages potential risks that could impact a business project or initiative by analysing data, conducting stakeholder interviews, and developing mitigation strategies. It includes developing strategies to minimize the impact of risks, such as contingency plans, proactive communication, quality control measures, and risk transfer mechanisms.

Requirement Traceability Matrix

The main purpose of the requirement traceability matrix is to verify that the all requirements of clients are covered in the test cases designed by the testers. In simple words, one can say it is a pen and pencil approach i.e. to analyse the two data information but here we are using an Excel sheet to verify the data in a requirement traceability matrix.

MOSCOW

MoSCoW prioritization, also known as the MoSCoW method or MoSCoW analysis, is a popular prioritization technique for managing requirements. The acronym MoSCoW represents four categories of initiatives: must-have, should-have, could-have, and won’t-have, or will not have right now. MoSCoW prioritization is a prioritization technique used by product managers to build a hierarchy of priorities while prioritizing feature requests or backlogs.

Use Case Diagram

A Use Case Diagram is a visual representation that illustrates the interactions between users (actors) and a system. It captures the functional requirements of a system, showing how different users engage with various use cases, or specific functionalities, within the system. Use case diagrams provide a high-level overview of a system’s behaviour, making them useful for stakeholders, developers, and analysts to understand how a system is intended to operate from the user’s perspective, and how different processes relate to one another

Activity Diagram

Activity diagrams help visualize workflows, processes, or activities within a system. They depict how different actions are connected and how a system moves from one state to another. By offering a clear picture of both simple and complex workflows, activity diagrams make it easier for developers and stakeholders to understand how various elements interact in a system.

SWOT

SWOT (strengths, weaknesses, opportunities, and threats) analysis is a framework used to evaluate a company’s competitive position and to develop strategic planning. SWOT analysis assesses internal and external factors, as well as current and future potential. A SWOT analysis is designed to facilitate a realistic, fact-based, data-driven look at the strengths and weaknesses of an organization, initiatives, or within its industry.

Business Case Document

A business requirements document, or BRD, is a formal document that outlines a project and includes an overview, goals, scope, key stakeholders, requirements, potential risks or challenges and budget. The core purpose of a business requirements document is to communicate important information quickly and clearly.

Sprint

A sprint is a short, time-boxed period when a scrum team works to complete a set amount of work. Sprints are at the very heart of scrum and agile methodologies, and getting sprints right will help your agile team ship better software with fewer headaches. If cycles are longer, then the spirit of frequent feedback cycles can be lost. Longer Sprint may also get too complex and may increase risk. A new Sprint starts immediately after the conclusion of the previous Sprint.

User Stories

A user story is a brief statement that describes how a user wants to interact with a product or feature. User stories are written from the user's perspective and are used in agile software development. User stories help agile teams understand the user's needs and identify the best way to implement a feature and help ensure that the product meets the user's expectations.

Functional Requirements

These are the requirements that the end user specifically demands as basic facilities that the system should offer. All these functionalities need to be necessarily incorporated into the system as a part of the contract. These are represented or stated in the form of input to be given to the system, the operation performed and the output expected. They are the requirements stated by the user which one can see directly in the final product, unlike the non-functional requirements.

Non- Functional Requirements

These are the quality constraints that the system must satisfy according to the project contract. The priority or extent to which these factors are implemented varies from one project to another. They are also called non-behavioural requirements. They deal with issues like Portability, Security, Maintainability, Reliability, Scalability etc.

Project Closure Document

A project closure document is a final report detailing the completion of a project, summarizing its achievements, key findings, lessons learned, and any outstanding issues, essentially marking the official end of the project and providing valuable insights for future initiatives; it typically includes information on project goals, deliverables, stakeholder feedback, budget status, and any deviations from the initial plan.

Product Backlog

A product backlog is a list of the new features, changes to existing features, bug fixes, infrastructure changes, or other activities that a team may deliver in order to achieve a specific outcome. The product backlog is the single authoritative source for things that a team works on. That means that nothing gets done that isn’t on the product backlog.

Impediments

Impediment is anything that slows down or hinders the productivity of a team, hence affecting the successful delivery of a product. Impediments are a normal occurrence in an Agile Scrum team and can occur at any time due to the complexity and dynamics involved in the product development process. An impediment occurs in different forms. It could be a missing resource or a bug that pops up during development or testing.

Burndown and Burnup charts

Burn down and burn up charts are tools used to track the progress of a project over time. They are commonly used in Agile project management. A burndown chart shows how much work is remaining to be done in the project, whereas a burnup shows how much work has been completed, and the total amount of work