**Business Analyst Forum**

**1.Requirement**  
It’s a need of a business. It can be any new idea ,Process Improvements, enhancements, Changes, Updation anything than can be processed and give value to the stakeholders. Requirement is the Fundamental thing for any Business/Projects. It further divided into 4 types based on its nature.  
 Business Requirement  
 Stakeholder Requirement  
 Solution Requirement  
 Transition Requirement   
  
**2.Business Analyst**  
 As per IIBA definition “ Business Analysis is the practise of enabling change in an organisational context, by defining needs and recommending solutions that deliver value to stakeholders”.  
 Business analysis is “a disciplined approach for introducing change to organization through management , processing, and interpreting of data in order to identify and define the solution that will maximize the value delivered by an organization to its stakeholders.  
 Business Analyst is the change enabler acts as a liaison between stakeholders and technical team to understand and communicate the business problem and opportunities and recommend solutions that helps the organisation to achieve the goal.

Major Responsibilities of Business Analyst  
 1.Client Interactions  
 2.Ownership of Requirements  
 3.Process (Re)engineering

**3.Stakeholder**  
 Stakeholder is any person or a group of people or an organisation who is directly or indirectly impacted or effected by the proposed the solution or approach.  
Stakeholder are classified as below  
 Project Stakeholder  
 Business Stakeholder  
 3rd Party Stakeholder (External consultants & Negative Stakeholder)

**4.Business Process Model**  
 Business Process Model is a technique that helps businesses visualize, analyse and Improve their Processes. Business Process modeling can be described as creating a Map of what happens within a business, detailing how the tasks are carried out, by whom and in what order.  
The business process model for an online agriculture store involves several components, including the goal, inputs, resources, outputs, activities, and value created for the end customer.  
 It has   
 Goal  
 Input  
 Resources  
 Output  
 Activities  
 Value

**5.Risk Management**  
 Risk management is an Important fundamental aspect of business strategy, ensuring organizations can identify, assess, and mitigate potential threats. A Business Analyst plays a vital role in this process by providing insights, analytical expertise, and structured methodologies to manage risks effectively.  
Key steps to Manage the Risk in better way in our Projects are:  
Risk Identification  
Risk Analysis  
Risk Prioritization  
Risk Response Planning  
Monitoring and Control

The strategies and procedure we used or followed to manage the Risk. This Planning Contains

Acceptance, Transfer, Avoidance, Mitigation

**6. SWOT Analysis** It the Important strategy used by BA, that is a strategic planning tool used to identify and assess the Strengths, Weaknesses, Opportunities, and Threats of a business, project, or situation. It helps organizations understand their internal and external environments to make informed decisions.Strengths (Internal)  
 Weaknesses (Internal)  
 Opportunities (External)  
 Threats (External)

**7. Requirements Elicitation**  
 Requirements Elicitation is the process of gathering information from stakeholders to understand what they need from a system or product. It is a Important step in the Software Development Life Cycle , ensuring that the final solution aligns with business goals and fulfil user expectations.  
 A Business Analyst collaborating with stakeholders to extract and document both functional and non-functional requirements.  
 It has various techniques to gather requirements effectively

1. brainstorming  
2.Document Analysis  
3.Reverse Engineering  
4.Focus group  
5.Observations  
6.Workshops  
7.JAD Sessions  
8.Interview  
9.Protoyype  
10.Questionarie & Survey  
11.Use case specification

**8.Software Development Life Cycle (SDLC)**  
 SDLC is a structured process used for planning, creating, testing, deploying, and maintaining software. It provides a systematic approach to ensure high-quality software is delivered efficiently. It is widely used in software engineering and business analysis to manage software development projects.  
SDLC consists of **following phases** 1. Requirement Gathering and Analysis  
 2. Designing  
 3.Development  
 4. Testing  
 5.Deployment & Implementation  
 6.Maintenance & SupportIt has multiple Methodologies and Models  
 1.Sequential-Waterfall  
 2.Iterative-RUP  
 3.Evoluation -Spiral  
 4.Agile-Scrum  
 Based on Model & method is set of Procedures & Instructions followed and complied to develop a Software.

**9. Waterfall Method**

The Waterfall Method is a traditional, linear project management approach used in software development. It follows a sequential process, where each phase must be completed before the next phase begins. Unlike iterative models like Agile, Waterfall does not allow for returning to previous phases, making it ideal for projects with clearly defined and stable requirements.  
 **Phases of the Waterfall Method**  
Requirement Gathering and Analysis  
System Design  
Coding (Development)  
Testing  
Deployment  
Maintenance  
Waterfall Method does not include Maintenance phase, Its for Supporting and getting feedback from users in Software/Product performance.

**10.Gantt Chart** A Gantt chart is a visual tool that helps project managers and teams plan and track a project's progress. It's a type of bar chart that shows the tasks involved in a project, their start and end dates, and any dependencies between them.  
It is prepared by a Project Manager & Its nothing but a Work Breakdown Structure (WBS).  
It is prepared in 2 Ways  
 A. Phase Based  
 B. Recourse Based

**11.RACI Matrix** A RACI Matrix (Responsible, Accountable, Consulted, and Informed) is a project management tool used to define and clarify roles and responsibilities for tasks, activities, or decisions within a project. It ensures that all stakeholders understand their involvement, which improves communication and reduces confusion.

Responsible – The person who does the work to achieve the task. They have responsibility for getting the work done or decision made. The persons responsible are typically working-level project team members, such as the project manager, business analyst and developers.

Accountable – The person who is responsible for the correct and through completion of the task. They are responsible for ensuring the work is complete and suitable.

Consulted – People from whom feedback and input should be solicited. They are going to provide information for the project and with whom there can be two-way communication.

Informed – People kept informed of progress by keeping them in loop. These individuals do not have to be consulted or be a part of the decision making.

**12.UML Diagram** UML (Unified Modeling Language) is a standardized visual modeling language used to represent and design software systems. It provides a clear and structured way to visualize system components, their relationships, and interactions. UML diagrams are commonly used in software development to ensure all stakeholders, including developers, Business Analysts (BAs), and project managers, understand the system design.  
It generally classified as 2 types of diagrams  
1.Static diagram  
2. Dynamic diagram  
   
Static diagram-5 *Dynamic diagram-4*   
Use case Sequence  
Class Activity  
Component State Chart  
Package Collaboration  
Deployment

**13.Use case Diagram**  
 A Use Case Diagram is a type of Unified Modeling Language (UML) diagram that visually represents how users interact with a system to achieve specific goals.  
 It provides a high-level view of a system’s functionality by showing the relationship between actors and use cases.  
 Use Case Diagrams are particularly useful for Business Analysts to gather, clarify, and validate system requirements with stakeholders.  
 4 Main Components of Use case diagram  
 1.Actors  
 2.Usecases  
 3. System Boundary  
 4. Relationships  
Use case Diagram Provides a clear understanding of system functionality, Helps identify missing or unclear requirements, Facilitates effective communication between stakeholders.

**14.Agile Methodology in SDLC**  
The Agile Method is a flexible and iterative approach used in the Software Development Life Cycle (SDLC). It focuses on delivering small, functional parts of a product in short, iterative cycles called Sprints or Iterations, usually lasting 2-4 weeks. Unlike traditional models like the Waterfall method, Agile emphasizes continuous feedback, collaboration, and adaptation to changes.  
 Its 4 main values & 12 Principles concise of Agile Manifesto  
Key Principles of Agile  
Individuals and Interactions Over Processes and Tools  
Working Software Over Comprehensive Documentation  
Customer Collaboration Over Contract Negotiation  
Responding to Change Over Following a Plan

**15.Scrum**  
Scrum is one of the most popular frameworks within the Agile methodology, designed for managing and delivering complex software projects. It follows an iterative and incremental approach, breaking down the development process into time-boxed cycles called Sprints. Each Sprint typically lasts 2 to 4 weeks and results in a potentially shippable product increment.  
**Key Roles in Scrum**  
Product Owner  
Scrum Master  
Development Team

**Scrum Artifacts**  
Product Backlog  
Sprint Backlog  
Product Increment

**Scrum Ceremonies**Sprint Planning  
Daily Stand-up (Daily Scrum)  
Product Backlog Refinement  
Sprint Review  
Sprint Retrospective

**16.User Story**  
A **User Story** is a simple, informal description of a software/function feature from the perspective of an end user that is easily understandable for the developers.  
User stories are a fundamental part of Agile frameworks like **Scrum** and **Kanban** and help teams understand user needs.  
standard template for a user Story  
**As a** [type of user],  
**I want** [some goal],  
**So that** [some reason or benefit].  
  
**17.Burndown Chart**   
A Burndown Chart is a graphical representation of work remaining versus time in an Agile project. It is a key tool used in Scrum and other Agile frameworks to track progress during a Sprint or a project. The chart provides a clear visual of how much work has been completed and how much remains, helping teams and stakeholders monitor progress and predict whether the team is on track to meet the deadline.  
It visualised as in X-Axis (Time) & Y-Axis (Remaining Work), Ideal Burndown Line & Actual Burndown Line to understand the how work has been done and how much remaining.  
**18. Definition of Ready** The Definition of Ready outlines the criteria that a product backlog item (user story, feature, task, etc.) should meet before it is considered ready to be taken into a sprint for development  
The DOR ensures that the item is well-defined, understood, and prepared for efficient development. The specific criteria in the DOR can vary from team to team, but commonly include elements such as

* Clear description and acceptance criteria
* Dependencies identified
* Estimable
* Testable
* Minimal ambiguity

**19.Definition of Done (DOD)**

The Definition of Done outlines the criteria that must be met for a product increment or backlog item to be considered complete and potentially shippable. The DOD ensures that the team maintains a consistent level of quality and completeness in their work. The specific criteria in the DOD can vary based on the team's standards, the nature of the project, and the industry, but commonly include elements such as:

* Code complete
* Peer-reviewed
* Automated tests passed
* Functional requirements met
* Documentation updated

**20.Scope Creep**   
 Scope Creep is the uncontrolled or continuous expansion of a project's scope beyond its original objectives/Goals. It often occurs when new features, requirements, or changes are introduced without proper approval or consideration of their impact on the project's timeline, resources, and budget  
 While some scope changes are inevitable in dynamic projects, scope creep usually results from poor planning, lack of stakeholder alignment, or ineffective change management.

**Causes of Scope Creep**  
Lack of Clear Requirements  
Continues Change in Requirements  
Lack of Stakeholder Involvement  
Poor Change Management  
Improper resource handling/Deployment

Ineffective Communication

We can prevent Scope creep by collaborating effectively with team and stakeholders in a way that clear communication, thorough well planning, and effective change management. Establishing well-defined project goals, deliverables, and detailed requirements at the outset is essential to set expectations. Collaborating with stakeholders to prioritize features using techniques like MoSCoW helps keep the focus on critical tasks.  
Implementing a structured change management process ensures that any new requests are properly assessed for their impact on timelines, budgets, and resources before approval.  
 Regular progress reviews and transparent communication among all team members and stakeholders help to identify and address potential scope changes early. By maintaining a disciplined approach and promoting stakeholder collaboration, teams can minimize scope creep and ensure successful project completion.