**20 BA Concept**

1. Stakeholder Analysis: Identifying and understanding the individuals or groups impacted by a project, and managing their expectations and involvement throughout the project life cycle. Stakeholder analysis helps in understanding the perspectives, concerns, and potential contributions of stakeholders, enabling

effective communication, collaboration, and stakeholder management.

2. Requirements Gathering: Collecting, documenting, and validating the needs and expectations of stakeholders to define the scope and objectives of a project. Collecting, documenting, and validating the needs and expectations of stakeholders to define the scope and objectives of a project. Effective requirements gathering ensures that stakeholders' needs are understood and translated into actionable

deliverable, leading to the successful completion of projects and the satisfaction of stakeholders.

1. SWOT Analysis: Evaluating the Strengths, Weaknesses, Opportunities, and Threats facing an organization to inform strategic decision-making and risk management. By conducting a SWOT analysis, organizations can gain insights into their current position in the market, assess their competitive advantage, and identify areas for improvement or potential risks. This information enables informed decision-making, strategy development, and risk mitigation efforts to capitalize on strengths, address weaknesses, seize opportunities, and mitigate threats effectively.

4. Business Process Modeling: Visualizing and analyzing current and future-state business processes to identify inefficiencies, streamline operations, and enhance productivity. It involves creating graphical representations, such as flowcharts or diagrams, that illustrate the steps, interactions, inputs, outputs, and decision points involved in a business process. BPM helps stakeholders understand how processes

work, identify inefficiencies or bottlenecks, and explore opportunities for optimization and automation.

5. Gap Analysis: Comparing the current state of a business with its desired future state to identify discrepancies and opportunities for improvement. By highlighting these gaps, organizations can develop targeted strategies and action plans to bridge the divide and achieve their objectives effectively. Gap analysis is instrumental in decision-making, resource allocation, and continuous improvement efforts

across various sectors, from business and project management to healthcare and education.

1. Meeting stakeholders & development team :- Business analyst working on a particular project is to meet the stakeholders and the development teams. First, they need to convey the ideas to the stakeholders, and once they get the yes, the next step is to transfer the changes to the development teams. All these tasks should be completed in a seamless manner to yield positive results.
2. Iterative Development: Agile projects are divided into small, manageable iterations or increments, with each iteration delivering a potentially shippable product increment. This allows for continuous feedback and adaptation throughout the project life cycle.

8. Scrum: A popular Agile framework that organizes work into time-boxed iterations called sprints. Scrum teams collaborate closely to deliver incremental value, with roles such as Scrum Master, Product Owner, and Development Team. Scrum emphasizes transparency, inspection, and adaptation, with a focus on delivering value to the customer iterative and incrementally. By providing a framework for

collaboration, communication, and continuous improvement, Scrum enables teams to respond to change effectively and deliver high-quality products that meet customer needs.

9.User Stories: Short, simple descriptions of a feature or requirement from the perspective of an end-user. User stories are used to capture the functionality desired by customers and serve as the basis for prioritization and development.

10.Daily Stand-ups: Short, daily meetings where team members share progress, discuss any impediments, and plan their work for the day. Stand-ups promote transparency, alignment, and collaboration within the team. Daily Stand-ups are conducted at the start of the day.

11.Sprint planning: Sprint planning is a collaborative meeting held at the beginning of each sprint in the Scrum framework. The purpose of sprint planning is to define what can be delivered in the upcoming sprint and how the work will be accomplished. Sprint planning sets the direction for the sprint and ensures that the team is aligned on the goals and priorities. It promotes transparency, collaboration, and accountability within the Scrum team members.

12. Product Owner: The Product Owner is a key role in the Scrum framework responsible for representing the interests of stakeholders and ensuring that the team delivers value to the customer. The Product Owner plays a critical role in driving product success by ensuring that the team focuses on delivering the highest possible value to the customer. They serve as the voice of the customer, advocate

for their needs, and empower the team to deliver innovative solutions that meet or exceed expectations.

1. Product Backlog Management: Product Backlog Management is the continuous process of maintaining and refining the list of items, known as the product backlog, that represent the work to be done on a product or project. effective product backlog management is essential for ensuring that the development team is working on the most valuable and relevant work items, maximizing the delivery of value to the customer and the organization.
2. Change Management: Change Management refers to the structured approach to transitioning individuals, teams, and organizations from their current state to a desired future state. It involves understanding, planning, implementing, and managing changes effectively to minimize resistance and maximize adoption. Change Management is essential for organizations to navigate the complexities of change and successfully implement new initiatives, processes, or systems.

15. Agile: Agile is an iterative and incremental approach to project management and software development that prioritizes flexibility, collaboration, and customer feedback. It emphasizes adaptive planning, evolutionary development, and delivering value to customers early and continuously. Agile methodologies such as Scrum, Kanban, and Extreme Programming (XP) have gained popularity across

various industries for their ability to adapt to change, foster collaboration, and deliver value to customers more efficiently and effectively.

16. A Gantt chart: A Gantt chart is a popular project management tool used to visually represent the schedule of tasks or activities in a project over time. It provides a graphical overview of the project timeline, showing the start and end dates of each task, as well as their duration and dependencies.

Gantt charts provide a visual representation of project schedules, making it easier for project managers and stakeholders to understand and communicate the project timeline, dependencies, and progress.

1. UAT: UAT stands for User Acceptance Testing. It is the final phase of testing in the software development lifecycle where the software is tested by end-users or client representatives to determine whether it meets their requirements and expectations before it is released into production. UAT plays a crucial role in ensuring the quality and reliability of software products by validating them from the user'sperspective.

18. SDLC: SDLC stands for Software Development Life Cycle. It is a structured process used by software development teams to design, develop, test, deploy, and maintain software applications. The SDLC consists of several phases, each with its own set of activities, deliverable, and objectives. It ensures that software projects are planned, executed, and delivered in a systematic and structured manner, resulting in high-quality products.

19. FRD: FRD stands for Functional Requirements Document. It is a formal document that outlines the functional requirements of a software system or application. The FRD serves as a blueprint for the development team, guiding the design, implementation, and testing of the software. It is typically created during the requirements analysis phase and may be iterative refined as the project progresses

and additional information becomes available.

20. BRD: BRD stands for Business Requirements Document. It is a formal document that outlines the high-level business objectives, needs, and expectations for a software project or system. The BRD serves as a communication tool between business stakeholders and the development team, providing a clear

understanding of the business context and requirements. The BRD serves as a foundational document for the software development process, providing a shared understanding of the business context, objectives, and requirements among stakeholders