Q1: 4 Quarterly Audits are planned Q1 , Q2, Q3, Q4 for this Project What is your knowledge on how these Audits will happen for a BA ?

 **BA Responsibilities in Quarterly Audits**

**Q1 Audit (Requirement Gathering & Analysis Phase)**

**Objective:** Validate initial requirements and stakeholder alignment.

**BA Responsibilities:**

* Ensure **Business Requirement Document (BRD)** & **Software Requirement Specification (SRS)** are complete and approved.
* Verify **Stakeholder Sign-offs** on requirements.
* Check that requirements are mapped to business goals (Traceability Matrix).
* Ensure all requirement changes are documented (Change Log) Participate in **audit meetings** with the Project Manager & Committee.

 **Q2 Audit (Design & Early Development Phase)**

 **Objective:** Ensure design aligns with requirements and early development follows specifications.

**BA Responsibilities:**

* Verify that the **Functional Specification Document (FSD)** and **UI/UX Prototypes (Axure, Figma)** are accurate.
* Confirm that developers are following **approved system designs**.
* Ensure system **workflows and process diagrams** match stakeholder expectations.
* Review **Requirement Traceability Matrix (RTM)** to ensure no missed requirements.
* Validate that **early development versions** are aligned with business objectives.

**Q3 Audit (Testing & System Integration Phase)**

 **Objective:** Ensure test cases align with business requirements and defects are managed efficiently.

**BA Responsibilities:**

* Verify that **Test Cases** cover all business scenarios.
* Ensure **User Acceptance Testing (UAT) Plan** is well-defined and documented.
* Review defect logs from **Testers (JIRA/Azure DevOps)** to confirm traceability to requirements.
* Ensure **Test Reports** are aligned with functional requirements.
* Validate that **non-functional requirements (performance, security, usability)** are being tested.

**Q4 Audit (UAT, Deployment & Post-Implementation Phase)**

**Objective:** Validate the system’s readiness for go-live and ensure user feedback is addressed.

**BA Responsibilities:**

* Facilitate **UAT (User Acceptance Testing)** sessions and document feedback.
* Ensure any **last-minute requirement changes** are documented and approved.
* Validate that **training documents and user manuals** are ready for end-users.
* Confirm that the **final system aligns with business goals**.
* Participate in **Post-Implementation Review (PIR)** meetings to analyze project success.

 **Key Audit Artifacts a BA Must Maintain**

* **Business Requirement Document (BRD)**
* **Software Requirement Specification (SRS)**
* **Requirement Traceability Matrix (RTM)**
* **Change Logs (CRs & Approvals)**
* **Process & Data Flow Diagrams**
* **Test Case Documentation & UAT Reports**
* **Stakeholder Sign-off Records**

Q2 BA Approach Strategy - 6 Marks

A "BA approach strategy" refers to a planned method or roadmap that a business analyst (BA) uses to conduct their analysis activities within a project, outlining the specific techniques, timing, and deliverables they will focus on to achieve the project objectives, essentially acting as a guide to navigate the business analysis process effectively.

**Business Analyst Approach Strategy for the SOONY Online Agriculture Product Store**

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**Submitted to:** Mr. Karthik (Delivery Head)
**Date:** [18/02/2025]

 **BA Approach to Project Execution**

This document outlines the **Business Analysis (BA) approach strategy** for the SOONY Online Agriculture Product Store. The project will follow the **V-Model SDLC** and implement a **3-tier architecture**. As a **Business Analyst (BA),** I will ensure effective **requirement gathering, documentation, stakeholder management, and change control** throughout the project lifecycle.

**1️. Requirement Elicitation Techniques**

To gather detailed business and technical requirements, I will use the following techniques:

* **Interviews** – One-on-one discussions with Mr. Henry, Mr. Pandu, Mr. Dooku, and farmer representatives (Peter, Kevin, Ben).
* **Workshops** – Conduct group meetings with client stakeholders and development teams.
* **Surveys & Questionnaires** – Collect feedback from potential farmer users and manufacturing companies.
* **Document Analysis** – Review existing agricultural product sales and procurement reports.
* **Prototyping** – Create UI wireframes using **Axure** for validation before development.
**Observation** – Understand how farmers currently procure fertilizers, seeds, and pesticides.

**2️. Stakeholder Analysis (RACI & ILS Models)**

 **RACI Matrix (Responsibility Assignment Chart)**

| **Stakeholder** | **Responsible (R)** | **Accountable (A)** | **Consulted (C)** | **Informed (I)** |
| --- | --- | --- | --- | --- |
| **Mr. Henry (Business Owner)** |  | A | C | I |
| **Mr. Pandu (Financial Head)** |  | A | C | I |
| **Mr. Dooku (Project Coordinator)** |  | A | C | I |
| **Peter, Kevin, Ben (Farmer Reps)** |  |  | C | I |
| **Mr. Karthik (Delivery Head)** | A |  | C | I |
| **Mr. Vandanam (Project Manager)** | R | A | C | I |
| **Business Analyst (You)** | R |  | C | I |
| **Developers (Ms. Juhi, Mr. Teyson, Ms. Lucie, Mr. Tucker, Mr. Bravo)** | R |  |  | I |
| **Testers (Mr. Jason, Ms. Alekya)** | R |  |  | I |
| **DB & Network Admins (Mr. John, Mr. Mike)** | R |  |  | I |
| **Farmers (End Users)** |  |  | C | I |
| **Manufacturing Companies** |  |  | C | I |

**Influence-Interest Stakeholder (ILS) Model** will also be used to categorize stakeholders based on power and interest in the project.

**3️. Key Documents to Prepare & Sign-off Process**

| **Document** | **Purpose** | **Owner** | **Approval Required By** |
| --- | --- | --- | --- |
| Business Requirement Document (BRD) | Captures high-level business needs | BA | Mr. Henry, Mr. Pandu, Mr. Dooku |
| Software Requirement Specification (SRS) | Converts business needs into detailed system requirements | BA & Developers | Project Manager, Client Committee |
| Functional Specification Document (FSD) | Defines UI/UX, workflows, and system behaviors | BA & UI Designers | Project Manager, Client Committee |
| Requirement Traceability Matrix (RTM) | Ensures requirements are mapped to design and test cases | BA & Testers | Project Manager |
| Test Plan & Test Cases | Defines test strategy and scenarios for validation | Testers | Project Manager |
| User Acceptance Testing (UAT) Plan | Defines acceptance criteria for end users | BA & Testers | Client Committee |
| Change Request Form (CRF) | Tracks modifications and approvals | BA | Project Manager, Client Committee |
| UAT Sign-Off & Project Acceptance Form | Confirms final system approval before deployment | BA & Testers | Client Committee |

 **Sign-Off Process:**
✔ BA drafts and reviews documents internally.
✔ Documents are shared with stakeholders for feedback.
✔ Final approval from the **client committee (Mr. Henry, Mr. Pandu, Mr. Dooku).**
✔ Signed-off documents are stored in a centralized repository.

**4️. Communication Channels for the Project**

 **Internal Communication (APT IT SOLUTIONS Team)**

* **Daily Standup Meetings** (Scrum-style for updates).
* **Weekly Progress Meetings** with Mr. Vandanam (PM).
* **Slack & Microsoft Teams** for quick discussions.
* **JIRA / Azure DevOps** for task tracking.

 **External Communication (Client & Stakeholders)**

* **Weekly Status Reports** to the client.
* **Bi-Weekly Stakeholder Meetings** for updates and approvals.
* **Formal Email Updates** after each milestone.
* **Client Feedback & Review Sessions** via Zoom/MS Teams.

**5.Change Request (CR) Handling Process**

 **Process:**

1️. **Client Requests Change** → BA captures details in a **Change Request Form (CRF).**
2️. **Impact Analysis** → BA & Dev Team evaluate scope, cost, and timeline impact.
3️. Approval **from Client Committee** (Only major changes require sign-off).
4️. **Update RTM & Documentation** → Ensure traceability.
5️. **Implement Change** → Developers update the system.
6️. **Retest & Deploy** → Testers validate the changes before release.

**Change Tracking Tool:** JIRA / Azure DevOps

**6️ Progress Reporting to Stakeholders**

* **Daily Progress Updates** – Internal updates for development & testing teams.
* **Weekly Status Reports** – Shared with the **client committee.**
* **Monthly Review Meetings** – Review project health and milestones.
* **Quarterly Audits (Q1, Q2, Q3, Q4)** – Ensure compliance with business goals.

**7️⃣ UAT & Final Client Acceptance Process**

📌 **Steps to Complete UAT & Sign-Off:**
✔ Conduct **User Acceptance Testing (UAT)** with key users (Farmers, Suppliers).
✔ Document **feedback & defects** and address them.
✔ Obtain **UAT Sign-Off Form** from **Mr. Henry, Mr. Pandu, Mr. Dooku.**
✔ **Project Acceptance Form** signed by the client, confirming successful delivery.

**📌 Summary of BA Approach Strategy**

🔹 **Elicitation Techniques:** Interviews, Workshops, Surveys, Prototyping
🔹 **Stakeholder Analysis:** RACI & ILS Models for role clarity
🔹 **Documentation & Sign-offs:** BRD, SRS, RTM, FSD, UAT Plans
🔹 **Communication Channels:** Meetings, Reports, JIRA, Teams
🔹 **Change Request Handling:** CRF, Impact Analysis, Client Approval
🔹 **Progress Updates:** Daily, Weekly, Monthly, Quarterly Audits
🔹 **UAT & Final Sign-Off:** UAT Testing, Defect Resolution, Client Sign-Off