# Q1. What is the difference between Brainstorming and JAD Sessions? 3 Marks

## Brainstorming

 Brainstorming can be done either individually or in groups. The ideas collected during the brainstorming session are reviewed or analyzed. Brainstorming is an effective way to generate lots of ideas on a specific issue and then determine. which idea is the best solution. Brainstorming is best for idea generation and creative problem-solving.

## JAD (Joint Application Development)

Applications developed through JAD has higher customer satisfaction and less number of errors as user is directly involved in the development process. JAD sessions are best for requirement gathering.

|  |  |
| --- | --- |
| **Brainstorming** | **JAD (Joint Application Development)** |
| Use to generate a large number of ideas on a specific issue. | To collaboratively gather requirements and design applications |
| Individuals or groups, often including diverse perspectives | Users, Business Analysts, Developers, and other stakeholders |
| Informal discussion | Formal discussion, structured workshop with defined roles |
| Focus on creativity and idea generation | Focuses on requirement gathering, system design, and decision-making |
| Decision are taken once the provided idea/solution are analyzed. | Decisions are made within the session through user and stakeholder consensus |
| High-level ideas | Detailed and specific system requirements |
| Users may or may not be involved directly | Users are directly involved in defining requirements |

# Q 2. Why Document Analysis is one of the compulsory technique we use in a Project? Justify

Document Analysis is a important technique in business analysis because it helps gather, validate, and refine requirements from existing documentation. It involves reviewing and analyzing documents such BRD FRD, SRS, and past project reports. Document analysis is done through reading a document and understanding the product, process and project. it enhances requirement accuracy, saves time, prevents redundancy, ensures compliance, and supports informed decision-making. It acts as a foundation for other requirement-gathering techniques

# Q3. In Which Context we will use Reverse Engineering? - 3 Marks

Reverse engineering, also called back engineering, is the processes of extracting knowledge or design information from anything man-made and re-producing based on the extracted information. The process often involves disassembling something and analyzing its components and workings in detail. Majorly used in migration projects. It the process of analyzing an existing system, application, or product to understand its functionality, structure, and requirements. Reverse Engineering used when documentation is missing, outdated, or when businesses need to upgrade or integrate systems without fully understanding the original design. It helps when working with legacy systems, undocumented applications, or software modernization projects. It helps in requirement gathering, system analysis, risk assessment, and process optimization without relying on existing documentation.

**There are 2 type of reverse engineering**

## Black box

Blackbox reverse Engineering is talks about external structure.

## White box

White box reverse Engineering is talks about internal structure.

# Q4. What is the difference between Brainstorming and Focus Groups? - 3 Marks

## Brainstorming

 Brainstorming can be done either individually or in groups. The ideas collected during the brainstorming session are reviewed or analyzed. Brainstorming is an effective way to generate lots of ideas on a specific issue and then determine. which idea is the best solution. Brainstorming is best for idea generation and creative problem-solving.

## Focus Groups

A focus group is a means to elicit ideas and attitudes about a specific product, service or opportunity in an interactive group environment.

# Q5. Observation Technique – Explain both Active and Passive approaches - 3 Marks

It is an requirement-gathering technique where we do Observing, shadowing users or doing a part of their job, which can provide information of existing processes, inputs and outputs. This technique helps in capturing real-world processes, pain points, and user behaviors that may not be explicitly stated in interviews or focus groups.

## Active Observation technique

The observer interacts with the users, asks questions, and clarifies doubts during the observation. Helps understand decision-making processes and workarounds used by users.

## Passive observation techniques

The observer silently watches users perform tasks without interfering. Useful when trying to understand how users naturally interact with a system.

# Q6. How do you conduct the Requirements Workshop- 3 Marks

A requirement workshop is a structured approach to capture requirements. A workshop may be used to scope, discover, define, prioritize and reach closure on requirements for the target system. Requirement workshop define objectives, identify stakeholders, create an agenda, and Collaboratively facilitate the workshop with key stakeholders, to Summarize findings and validate requirements.

**How to conduct Requirement workshop?**

## 1. Planning for the workshop

Define Objectives, Identify Participants, select a Facilitator, Prepare an Agenda, and Gather Pre-Workshop Information.

## 2. Conducting the Workshop

Kick-off Session, Requirement Elicitation, Clarification & Refinement, Prioritization of Requirements, Consensus & Agreement.

## 3. Post-Workshop Activities

Document Findings, Review & Validate, Follow-up Actions, Sign-off & Approval

# Q7. In which context, Interview Technique can be conducted by a BA ? How may approaches are there in conducting Interviews? (Structured – Unstructured) Explain them. Explain the difference between Open Ended Questions and Closed ended Questions – 6Marks

Interviews can be conducted in various contexts, such as during requirements gathering, stakeholder analysis, or process analysis. The purpose is to extract valuable insights, expectations, and needs from individuals involved in or affected by a project.

**Approaches to Conducting Interviews:**

## Structured Interviews

Follows a predetermined set of questions. Ensures all required information is collected. Efficient and time-saving for large groups. Easier to analyze responses.

## Unstructured Interviews

Questions are not predetermined, allowing for flexibility. Allows stakeholders to share unexpected insights. Encourages deeper exploration of business problems. Builds strong stakeholder relationships.

## Open Ended Questions

Open-ended questions allow respondents to provide detailed, descriptive, and unrestricted answers. These questions encourage discussion and help gather insights beyond predefined options. Open ended question encourages detailed responses and deeper insights. It Helps us to uncover hidden needs and unexpected information. Open ended question provides qualitative data for better understanding. Open-ended questions generally used when need to explore problems in depth.

## Closed ended Questions

Closed-ended questions have limited, predefined answer choices (e.g., Yes/No, multiple choice, rating scale). These questions help collect structured data. Closed-ended questions are quick and easy to answer. They are easier to compare and analyze responses. Closed-ended questions Provides quantitative data for decision-making. Closed-ended questions generally used when there is need to **specific or measurable answers.**

# Q8. Questionnaire Technique – Where we will use? Give one example - 6 Marks

Questionnaire technique is a method of data collection commonly used in research, surveys, and assessments. It involves presenting a set of written questions to respondents and collecting their responses. Questionnaires can be administered in various ways, including paper and pencil, online surveys, or face-to-face interviews where the questions are read to the participants.

## Scenario:

Suppose we want to understand the challenges faced by farmers in purchasing agricultural products online. Instead of interviewing each farmer individually, will send a questionnaire to a group of farmers to collect their responses efficiently.

## Sample Questionnaire Questions:

* Do you currently buy agricultural products online? (Yes/No)
* Which products do you buy most frequently? (Seeds/Fertilizers/Pesticides/Other)
* What challenges do you face while purchasing online? (Multiple choice: Slow internet, Payment issues, Delivery delays, Lack of information)
* How satisfied are you with the current online platforms for buying agricultural products? (1-5 scale)
* What features would you like in an online agricultural store? (Open-ended)

# Q9. How to Sort the Requirements – Where we will use? Give one example - 5 Marks

Sorting requirements is a part of requirements management process, Sorting requirement helping to organize, prioritize, and categorize them for effective analysis and implementation. Sorting carry out during the requirements elicitation and documentation phases of a project. Based on Functional vs. Non-functional Requirements, Priority Sorting, User Role Sorting, Time Dependency Sorting we can sort the requirements.

Scenario:
You have collected requirements from farmers, stakeholders, and the technical team. Now, you need to **sort and prioritize** them for development.

## Sorting Approach:

**Must-have**: Farmers should be able to search and buy fertilizers online.

**Should-have**: Multi-language support for different regions.

**Could-have:** AI-based product recommendations.

**Won’t-have** (for now): Drone-based delivery for remote farmers.

# Q10. Prioritise the Requirements – –Where we will use? Give one example - 5 Marks

Prioritizing requirements is a critical step in the requirements management process, helping teams focus on what is most important for the success of a project. Prioritization is typically done based on factors such as business value, impact, and dependencies. Prioritization ensure that the most critical functionalities are developed first.

We use requirement prioritization in the Requirement Analysis and Planning phase of the Software Development Life Cycle (SDLC). It helps in deciding which features should be developed first, especially when there are constraints on time, budget, or resources.

One of the Most important prioritization technique is :

**MOSCOW** - Must-have, Should-have, Could-have, Would-have

## Scenario:

Suppose in the Online Agriculture Products Store project, if farmers need an easy way to search and purchase fertilizers quickly, while manufacturers want a detailed product management system, the team might prioritize:

1. Product Search and Purchase Functionality (High Priority - Farmers' core need)
2. Secure Payment System (High Priority - Ensures safe transactions)
3. Order Tracking Feature (Medium Priority - Useful but not urgent)
4. Advanced Product Management for Manufacturers (Lower Priority - Can be implemented later)

# Q11. Weekly status reporting – How we will drive? 5 Marks

Weekly status report is a summary of all work done during a week and how these activities contributed to the completion of a task or a project, or how can one brings the team closer to the achievement of their targets.

## Questions that can be asked in a weekly status report include:

What have you been working on recently?

What have you accomplished this week?

What are your top priorities?

What are your challenges going into next week?

# Q12. Meeting Minutes Document – prepare one Sample -5 Marks

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 of what we discuss during the meeting and helps to ensure that everyone is on the same page regarding key points and action items. MoM is important for tracking project progress, documenting decisions, and assigning responsibilities.

|  |  |  |
| --- | --- | --- |
| **Meeting Title:**  | Online Agriculture Products Store - Weekly Progress Meeting |   |
| **Date and Time:**  | February 16, 2025, 10:00 AM IST |   |
| **Location:**  | APT IT SOLUTIONS - Conference Room |   |
| **Attendees:**  | Mr. Karthik, Mr. Vandanam, Ms. Juhi, Mr. Teyson, Ms. Lucie, Mr. Tucker, Mr. Bravo, Mr. Mike, Mr. John, Mr. Jason, Ms. Alekya |   |
| **Agenda:** | 1. Review project progress and milestones |   |
|   |   |   |
| 2. Discuss challenges and roadblocks |   |
|   |   |
| 3. Update on wireframes and UI design |   |
|   |   |
| 4. Testing and quality assurance planning |   |
|   |   |
| 5. Next steps and action items |   |
|   |   |   |
| **Discussion Summary:** | Development team provided updates on completed tasks and upcoming milestones. |   |
|   |   |   |
| Challenges in integrating the payment gateway were discussed, and Mr. Mike suggested potential solutions. |   |
|   |   |
| Ms. Juhi demonstrated the wireframes for the product search and checkout screens. |   |
|   |   |
| Testing team outlined a preliminary test plan for the first sprint. |   |
|   |   |   |
| **Decisions Made:** | 1. Prioritize resolving the payment gateway issue by February 20, 2025. |   |
|   |   |   |
| 2. Finalize UI wireframes by February 18, 2025. |   |
|   |   |
| 3. Start testing phase from February 25, 2025. |   |
|   |   |   |
| **Action Items:** |   |   |
|   |   |   |
| **Action Item** | **Owner** | **Due Date** |
| Fix payment gateway integration | Mr. Mike | 20-Feb-25 |
| Finalize wireframes | Ms. Juhi | 18-Feb-25 |
| Prepare initial test plan | Mr. Jason & Ms. Alekya | 22-Feb-25 |
|   |   |   |
| **Agenda Summary:** | The team is progressing well but needs to address the payment gateway issue. |   |
|   |   |   |
|   | Wireframes are near completion. |   |
|   |   |   |
|   | Testing preparation is underway. |   |
|   |   |   |
| **Next Meeting:** |   |   |
| **Meeting Title:**  | Online Agriculture Products Store - Sprint Planning |   |
| **Date and Time:**  | February 23, 2025, 10:00 AM IST |   |
| **Location:**  | APT IT SOLUTIONS - Conference Room |   |
| **Expected Attendees:**  | All project team members |   |

# Q13. Change Tracker – Document - – prepare one Sample -4 Marks

Change tracker document is the structured record used to log, monitor, and manage changes in a project. It captures key details such as change requests, requestors, descriptions, impact analysis, approval status, and implementation timelines. This document helps ensure transparency, accountability, and effective change management within a project.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Change ID** | **Change Request Date** | **Requested By** | **Description of Change** | **Impact Analysis** | **Status** | **Approved By** | **Implementation Date** |
| CR-001 | 10-02-25 | Mr. Henry | Add a new category for organic fertilizers | May require UI modification and database updates | Approved | Mr. Dooku | 15-02-25 |
| CR-002 | 12-02-25 | Ms. Juhi | Update payment gateway to support UPI payments | Will require API integration and security testing | In Progress | Mr. Karthik | 20-02-25 |
| CR-003 | 15-02-25 | Mr. Peter | Improve search functionality for better product discovery | Enhancements in search algorithm and UI tweaks | Pending | Mr. Vandanam | TBD |

# Q14. Difference between Traditional Development Model and Agile Development Models –8 Marks

|  |  |
| --- | --- |
| **Traditional Development Model (Waterfall)** | **Agile Development Model (Scrum)** |
| Linear and Sequential | Iterative and Incremental |
| Less adaptable to changes after project initiation; changes can be costly | Embraces changes throughout the development process; flexibility is a key principle |
| Detailed planning at the project's start; changes may be discouraged | Incremental planning; welcomes and accommodates changes; planning revisited regularly |
| Entire system developed and delivered at the end of the project | Software delivered in small, functional increments (iterations) |
| Limited involvement during development; more at the beginning and end | Frequent client collaboration throughout the development process |

# Q15. Explain Brainstorming Technique – Where to use? 5 Marks

Brainstorming can be done either individually or in groups. The ideas collected during the brainstorming session are reviewed or analyzed. Brainstorming is an effective way to generate lots of ideas on a specific issue and then determine. which idea is the best solution. Brainstorming is best for idea generation and creative problem-solving.

Brainstorming is an essential tool for business analysts, project managers, and teams to generate ideas, solve problems. It is widely used in requirement gathering, product development, process improvement, and strategic planning.

# Q16. What reports Accounts Departments will generate (minimum 5 reports) – 10 Marks.

## 1.Loan Disbursement Report

Details of all approved loans, including employee name, loan amount, approval date, and disbursal date. Helps track the total loan amount disbursed in a given period.

## 2.Loan Repayment Schedule Report

Provides a breakdown of monthly installments for each employee. Includes due dates, amounts, and pending installments.

## 3.Outstanding Loan Report

Lists employees with active loans and their remaining balances. Helps in tracking overdue or unpaid installments.

## 4.Loan Rejection Report

Contains details of employees whose loans were rejected. Includes reasons for rejection and eligibility criteria failures.

## 5.Salary Deduction Report

Shows monthly salary deductions for loan repayments. Ensures accurate payroll processing and compliance.

# Q17. What is the structure of the message/mail communicated from the HR department to the employee in case the Loan is rejected? – 5 Marks

**Subject: Loan Application Status – Rejected**

Dear Tom,

We regret to inform you that your loan application Loan ID: LN-250217001 submitted on [17/02/2025] has been rejected after review by the HR and Accounts departments.

**Reason for Rejection:**

Your loan request exceeds the eligible loan amount as per company policy. If you require further clarification regarding this decision, you may reach out to the HR department.

Thank you for your understanding.

Best regards,

Jerry Smith

HR Department

TTS Company

# Q18. What is the structure of the message/mail communicated from the HR department to the employee in case the Loan is approved? – 5 Marks

**Subject: Loan Application Status – Approved**

Dear Johnson,

We are pleased to inform you that your loan application Loan ID: LN-250217002 submitted on [17/02/2025] has been approved after review by the HR and Accounts departments.

**Loan Approval Details:**

Approved Loan Amount: 5000000.00

Interest Rate (if applicable): 9.8%

Repayment Duration: 60 months

Monthly Deduction: 1,05,744 RS

Start Date of Deduction: 17/03/2025

**Next Steps:**

Please find attached the Loan Terms and Conditions along with the Repayment Schedule. Kindly review them carefully.

To proceed with the loan disbursement, you are required to accept the terms and conditions by replying to this email with “I Accept” before 20/02/2025.

If you have any questions, feel free to contact the HR department.

Best regards,

Jerry Smith

HR Department

TTS Company

# Q19. Design a sample report on the Loans applications Received by the accounts department – 8 Marks

Report Title: Loan Applications Received by the Accounts Department

Date: February 17, 2025

Prepared By: Jerry Smith, Accounts Department

Prepared For: Management Team

**Summary of Applications Received**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Application ID** | **Applicant Name** | **Loan Amount** | **Application Date** | **Status** | **Approved Amount** | **Remarks** |
| 1001 | John Doe | 500,000 | 01-02-25 | Pending | N/A | Under review |
| 1002 | Jane Smith | 1,000,000 | 05-02-25 | Approved | 900,000 | Verified |
| 1003 | Robert Brown | 250,000 | 07-02-25 | Rejected | N/A | Credit score low |
| 1004 | Emily Clark | 600,000 | 10-02-25 | Pending | N/A | Awaiting documents |
| 1005 | Michael Green | 750,000 | 12-02-25 | Approved | 750,000 | Verified |

**Total Loan Applications**

Total Number of Applications Received: 5

Total Loan Amount Requested: 3,150,000

Total Amount Approved: 1,650,000

**Application Status Breakdown**

Pending: 2 Applications

Approved: 2 Applications

Rejected: 1 Application

# Q20. Which reporting Tools we will use for generating reports. – 5 Marks

## Microsoft Excel

**Use Case: Basic reporting, analysis, and visualization.**

**Key Features:**

Easy to use with built-in templates.

Pivot tables for summarizing data.

Graphs and charts for data visualization.

Supports formulas and custom calculations.

**Best For:** Small-scale reports and simple data analysis.

## Power BI

**Use Case: Interactive dashboards, business intelligence, and dynamic reporting.**

**Key Features:**

Connects to multiple data sources.

Provides real-time reporting and insights.

Supports data transformation and model creation.

Creates interactive and visually rich reports.

**Best For:** Larger datasets, dynamic reporting, and integration with multiple sources.