

capstone project 1

Part 1



* **QUESTION 1 – BUSINESS PROCESS MODEL**

**Identify Business Process Model for Online Agriculture Store – (Goal, Inputs, Resources, Outputs, Activities, Value created to the end Customer).**

**ANSWER:** Business Process model is a collection of activities that is designed to produce specific output for the customer. It has a goal, input, output, activities, involves resources and value.

**Business process model of Online Agriculture Store consists of following:**

**Goal:** The goal is to create a virtual marketplace that connects farmers (buyers) with agricultural product manufacturing companies (sellers), enabling direct and efficient transactions.

**Inputs:** The inputs for the business include farmer orders, manufacturing companies to list agricultural products, payment gateways and effective advertisement and marketing strategies to drive sales. Additionally, a well-managed logistics network and warehouse facilities.

**Outputs:** Timely delivery of products to farmers, customer-vendor gap between farmers and farm product companies filled, Revenue earnings for the business. Business prospect will be broader as vast farmer base will be covered with no boundary’s barrier.

**Activity:** Agriculture products manufacturing companies (sellers) to upload details of products on website. Farmers to place orders and process payment transactions as per options available i.e. Online, Cash on delivery or payment wallet transactions etc. Warehousing team to pack the product and handover to logistics team for shipment. Logistics to deliver the product within estimated time and fulfil customer expectations.

**Resources:** The resources involved in business will be software (website)for placing orders, Warehouses and logistics to ensure efficient storage and prompt delivery of products. Payment systems handle transaction processing and Customer support team for addressing inquiries, complaints, managing returns and refunds.

**Value**: Satisfactory Customer, Convenient service available for farmers to timely utilise the products on time.

* **QUESTION 2- SWOT ANALYSIS**

**Mr Karthik is doing SWOT analysis before he accepts this project. What Aspects he Should consider as Strengths, as Weaknesses, as Opportunity and as Threats.**

**ANSWER:**

A SWOT Analysis is a planning tool that helps businesses and individuals understand their Strengths, Weaknesses, Opportunities, and Threats. It identifies internal and external factors that can affect success, making it easier to plan and make better decisions.

**SWOT Analysis performed for project comprising its Strength, Weakness, Opportunities and Threat.**

|  |  |
| --- | --- |
| **STRENGTH**   * No physical store which reduces the cost to company for stock storage. * Online ordering allows farmers to get products delivered to remote locations, making it more convenient. * Ability to serve a large customer base without opening new stores. | **WEAKNESS**   * Internet Connectivity will be challenging for extreme remote areas. * Delivery time will take more longer for outskirt’s locations. |
| **OPPORTUNITIES**   * Launching of more organic and eco-friendly product options. * Business Expansion into ancillary products like farm equipment’s and machineries * Collaborating with agriculture co-operative societies for conducting workshops on better farming patterns and options. | **THREAT**   * Market competition from vendors in pricing of products. * Resistance to digital platform by some farmers may affect business. |

* **QUESTION 3 – FEASIBILITY STUDY**

**Mr Karthik is trying to do feasibility study on doing this project in Technology (Java), Please help him with points (HW SW Trained Resources Budget Time frame) to consider in feasibility Study.**

**ANSWER:**

A feasibility study is to assess whether the proposed project is realistic, achievable within the given time frame and budget. It examines technical, financial, and operational factors to ensure the project is viable before investing resources.

**Budget given is Rs. 2 crores while estimated cost is Rs.1.71 crores, the balance amount of Rs. 29 lakhs are kept as contingency fund for back-up.**

* Hardware: Cost for cloud servers, laptops, Routers, UPS estimates to Rs. 40 lakhs.
* Software: Cost for Java development Kit, SQL database, e-commerce platform for Payment gateways, security and license fees estimates to around Rs. 25 lakhs.
* Resources: Cost incurred towards the involvement of below mentioned resources per months is

Project Delivery Head- Rs. 1 lakh

Project Manager – Rs.80000/--

Business Analyst- Rs. 40000/--

Senior Developer- Rs.60000/--

Developers team (4)- Rs. 120000/--

Network Admin- Rs. 40000/--

DB Admin- Rs. 50000/--

Testers (2)- Rs.60000/--

CSR Specialist – Rs. 40000/--

Hence total Resources cost during entire project is Rs. 1.06 crores

* Time frame: Planning phase- 2 months

Development phase – 8 months

Testing phase – 3 months

Deployment phase - 2 months

Implementation phase – 3 months

* CSR initiative Specialist will be working towards ensuring that project is aligned with CSR guidelines.
* **QUESTION 4 -GAP ANALYSIS**

**Mr Karthik must submit Gap Analysis to Mr Henry to convince to initiate this project. What points (compare AS-IS existing process with TO-BE future Process) to showcase in the GAP Analysis.**

**ANSWER:**

Gap analysis is identification of differences or gap between the current state (As is) and desired state (to be) of the organization that needs to be addressed.

1. **Current State (As is):** 
   * + No system exists in current state, manual process is going on, where farmers commute long distances to purchase farm products from physical stores.
     + Limited product variety and details available at physical stores as all manufacturing companies and vendors could not service remote locations.

* Dependency on local shops and the unavailability of agricultural products during critical cropping periods result in financial losses for farmers due to challenges in procuring essential farming products.
  + - Current process is complex and time consuming to check availability of product at different stores.
    - Cost for transportation, middlemen commission adds an expense to farmers.

1. **Desired State (To be):**
   * + Online system will lead to override physical travel and provide ease to get the product at doorstep with a provision to access different products anytime and anywhere.
     + Farmers will get wide range of products with complete detail and specification of product clicks. Non-serviceable locations will be covered by eradicating geographical barrier.
     + Real time updates on availability of product and wide range of options will lead to decrease in financial loss and allow to plan for cropping.
     + User friendly application with easy navigation menu and will be multilingual.
     + Reduces transportation cost and middlemen commission making it profitable deal for farmers.

* **QUESTION 5- RISK ANALYSIS**

**List down different risk factors that may be involved (BA Risks And process/Project Risks).**

**ANSWER:**

Risk is an unpredictable event or situation that may affect cost, time, scope, or quality of the Project. Risk analysis is conducted to assess whether the proposed project involves more risk than the organization’s capacity to bear. Risk is identified, assessed and rated. Risk after analysis and rating is avoided, transferred, accepted or mitigated.

**Following are the risks identified for the project**

1. **BA Risks**

* Lack of agricultural domain knowledge can significantly impact the Business analysis process in understanding stakeholder needs, defining requirements, and ensuring the application meets farmers' expectations. Without sufficient product knowledge, the analysis might overlook essential features, misinterpret requirements, or fail to communicate effectively with stakeholders.
* Improper requirement gathering processes and user needs. The incomplete project requirements can lead to functionality gaps, rework, and user dissatisfaction.
* Frequent changes in requirement and additional requirements from business stakeholders can extend the time needed for the Business Analyst to gather, analyse, and validate the updated requirements.
* Lack of user involvement in this project can cause confusion about requirements, poorly designed features, and low usage. Involving farmers and stakeholders early helps create a user-friendly application that meets their needs and ensures project success.

1. **Process/ Project based Risks:**

* Delay in project development process due to unexpected challenges in design, coding, or testing might also postpone deployment or cause problems after launch.
* Resignation of project resources especially when project is at the critical phase of designing and development. Completely reliant on a few key team members, can disrupt project timelines if those individuals leave.
* Inadequate risk planning can overlook critical threats, causing delays, cost overruns, or quality issues. Proactive assessment and mitigation are essential to address potential challenges early, ensuring project stability, timely delivery, and long-term success.
* Lack of skills in Java, cloud infrastructure and insufficient training, can delay development and disrupt project timelines by impacting team performance and project management.

1. **Internal Risks:**

* Order placement on the platform is largely dependent on internet connectivity. Unstable network connections in rural locations can make it difficult for farmers to place orders, which might result in missed opportunities during planting seasons.
* Product delivery delays may result from the difficulty of coordinating logistics in remote areas. Furthermore, inconsistent internet access in rural areas can interfere with application access, which can impact communication and order placing.

1. **External Risks:**

* Changes in agricultural policy and regulations for fertilizers, pesticides, and seeds, can create external risks by requiring adjustments to product offerings and prices, potentially delaying operations and increasing costs.
* Challenges faced due to natural disasters, pandemic, agitations etc. can cause unnecessary delays and disruptions in the project.
* **QUESTION 6 - Stakeholder Analysis (RACI Matrix)**

**Perform stakeholder analysis (RACI Matrix) to find out the key stakeholders who can take decisions and Who are the influencers.**

**ANSWER:**

Stakeholder analysis is the process of finding and understanding people or groups involved in or affected by a project or business. It helps organizations determine their influence and needs to communicate and work with them effectively for project success.

**RACI Matrix is conducted to identify the stakeholder**

R-Responsible, A- Accountable, C- Consulted, I-Informed



* **QUESTION 7 - BUSINESS CASE DOCUMENT**

**Help Mr Karthik to prepare a business case document.**

**ANSWER:**

A business case document is a detailed report that explains why a project or investment is necessary. It describes the problem, suggested solution, benefits, costs, risks, and expected results to help decision-makers decide whether to proceed with the project.

**BUSINESS CASE DOCUMENT COMPRISES FOLLOWING DETAILS:**

1. **Project Aim**

The Project aims to connect the farmers and farm product manufacturers virtually by building an easy to use and seamless Ecommerce platform.

1. **Current Business problem (AS IS PROCESS)**

At present, there is no communication between the farmers and farm product suppliers, The farmers are connected through physical store, which cause delay in availability of product due to remote locations, which indirectly affects their farm productivity.

1. **Proposed Business Solution (TO BE PROCESS)**

Proposed online application/website will provide an easy-to-use solution mobile which will allow the farmers to browse, compare and connect directly with manufacturers for fair prices. The farmers will receive product at their doorstep hassle-free. It will also offer various payment options like UPI, bank transfers, and cash-on-delivery.

1. **Resources and Budgeting (Rs. 2 Crore)**

|  |  |  |
| --- | --- | --- |
| **Category** | **Estimated Cost (INR)** | **Resources Required** |
| Project Management | Rs. 32 Lakhs | Delivery head, Project Manager, Business Analyst |
| Software Development | Rs.73 Lakhs | Developers, Testers, Networking and DB Admin |
| Cloud & IT Infrastructure | Rs. 40 Lakhs | Cloud Servers, Database, Java frame works, UPS, Laptops, Routers |
| Marketing & Awareness | Rs. 15 Lakhs | Marketing Team, Digital promotions, Farmer Training Programs |
| Logistics & Partnerships | Rs.20 Lakhs | Logistics Partners, Delivery Vehicles |
| Training & Customer Support | Rs. 20 Lakhs**√** | Training Modules, Support Team, Call Centre Setup |

1. **Organizational change is required to adopt the technology**

* Farmers will shift from buying products manually to using a digital ordering system for convenience.
* Manufacturers will be listing their products online instead of available in physical stores.
* Manufacturers must regularly update product details to maintain transparency in pricing and availability.
* Many farmers may not be familiar with technology hence training programs will help them learn to use the app or website.
* Logistics operations need to connect with the order management system for seamless deliveries.
* Farmers need to transition from cash payments to digital transactions while using real-time tracking for orders instead of in-person visits.
* Additionally, customer support teams and platform management staff, including IT, logistics, and finance teams, need proper training to handle digital transactions and system operations.

1. **Time frame to complete project**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Phase** | **Duration** | **Key Activities** | **Resources Required** | **Phase** | **Duration** |
| Planning | 2 Months | Requirement gathering, feasibility study | Business Analyst, Project Manager | Planning | 2 Months |
| Development | 8 Months | UI/UX design, coding, system integration | Developers, UI/UX Designers, Cloud Infrastructure | Development | 8 Months |
| Testing | 3 Months | Performance, security, and usability testing | Test Engineers, QA Tools | Testing | 3 Months |
| Deployment | 2 Months | Pilot launch in selected regions | Deployment Engineers, Cloud Servers | Deployment | 2 Months |
| Implementation | 3 Months | Full-scale rollout and user onboarding | Marketing Team, Customer Support | Expansion | 3 Months |

1. **Key stakeholders of Project**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Stakeholder** | **Role** | **Responsible** | **Accountable** | **Consulted** | **Informed** |
| Farmers | End-users | **--** | **--** | **√** | **√** |
| |  |  | | --- | --- | | Manufacturers |  | | Product Suppliers | **--** | **--** | **√** | **√** |
| Project Manager | Oversees project | **√** | **√** | **√** | **√** |
| Developers | Build the platform | **√** | **--** | **--** | **--** |
| DB & Network Admins | Maintain IT infrastructure | **√** | **--** | **--** | **--** |
| Logistics Team | Deliver products | **√** | **--** | **--** | **--** |

* **QUESTION 8- Four SDLC Methodologies**

**The Committee of Mr. Henry, Mr Pandu, and Mr Dooku and Mr Karthik are having a discussion on Project Development Approach.**

**Mr Karthik explained to Mr. Henry about SDLC. And four methodologies like Sequential, Iterative, Evolutionary and Agile. Please share your thoughts and clarity on Methodologies**.

**ANSWER:**

Software Development Life Cycle (SDLC) is a step-by-step process that helps to plan, develop build, test, and launch software efficiently. It ensures the final product meets user needs, works smoothly, and is delivered on time. SDLC helps to deliver reliable software while reducing risks and improving efficiency. The right approach depends on project size, budget, and flexibility needs.

There are different stages of Software Development Lifecycle, and each stage plays an important role throughout the SDLC.

* **Planning**: This phase helps to define what the software will do, the project scope, goals and determine its feasibility.
* **Requirements Gathering**: This stage of SDLC helps in understanding user needs. The requirements are further analysed and documented.
* **Design:** The software architecture, database, and user interface are defined and designed in this phase.
* **Development:** The phase in which the actual code is written by developers for the project.
* **Testing**: The bugs are identified and fixed to ensure the software runs correctly as per user’s requirements in the testing phase.
* **Deployment**: In Deployment stage, the developed software is released for users to access.
* **Maintenance**: The software is further updated, improved, and issues are fixed after release.

**Methodologies are set of guidelines for SDLC. There are four different methodologies of Software development Lifecycle.**

* 1. **Sequential**
* Sequential methodology is a step-by-step process where each phase is completed and then reviewed to check whether the project is on the right path.
* Each phase of project is to be completed, before moving to next phase. Hence changes are difficult to implement after completion of phase.
* The project is delivered at the end of the software development lifecycle.

For example, the project timeline is of 3 years. The entire software going through all the phases of planning, designing, development, testing, implementation and software will be ready in year 3.

* It is structured method best for smaller projects with clear requirements.
* Each phase is documented completely
* The most common model using sequential methodology are waterfall and V-model
* Waterfall model is sequential approach where phases flow like a waterfall, one after other.
* V- model where testing is planned parallel to development, to detect the bugs at early stage of SDLC.
  1. **Iterative**
* The Iterative Methodology is a software development approach that focuses on repeating and improving the process. Instead of finishing the project in one go, it is broken into smaller modules. Each module includes planning, designing, building, and testing.
* Every iteration, the system gets better based on feedback until it fully meets the requirements. For example: Software is delivered in multiple modules, each module is further refined based on feedback of earlier developed module.
* Each iteration is passed through 9 engineering disciplines from business modelling to Change Management and through four project life cycle phases (Inception, Elaboration, Construction & Transition).
* Changes are easy to implement throughout the process.
* Testing is done at every iteration to maintain reliability of product.
* RUP (Rational Unified Process) model adopts the Iterative methodology.
  1. **Evolutionary**
* The Evolutionary Methodology follows a approach that improves the system step by step. Instead of building entire software at once, the software develops through multiple versions, using feedback to make changes.
* The look and frame of software is defined initially and then functionalities are added with analysis gradually. This makes it flexible and able to adapt to new needs over time.
* The software is developed in 4 phases i.e. Customer Interaction, Risk Analysis, Development and Planning next phase. More attention is paid on Risk Analysis in this type of methodology.
* The software keeps on evolving until better version is achieved, mainly used in research and defence projects where risk analysis is mainly focussed.
* Spiral model uses Evolutionary methodology.

1. **Agile**

* Agile Methodology focusses on flexibility, teamwork, and ongoing improvements.
* It divides the project into small parts termed as Sprint. so, teams can frequently deliver some part of Project and adjust based on feedback from users
* Each sprint is delivered over a span of 2 to 4 weeks.
* Agile encourages fast development, frequent testing, and customer involvement to create a product that meets real needs.
* Agile methodology works on four main principles
  + - * Individual interaction in team over process and tools
      * Working software over complex documentation
      * Customer collaboration over contract negotiation
      * Responding to change instead of following a plan
    - This methodology is popular due to its change acceptance and flexibility.
    - All stakeholders are involved in team to make them interact with each other, to end the communication between them.
    - Popular models using Agile frameworks are Scrum, Kanban, XP, Lean.
* **QUESTION 9-WATERFALL RUP SPIRAL AND SCRUM MODELS**

**They discussed models in SDLC like waterfall RUP Spiral and Scrum. You put forth your understanding on these models. When the APT IT SOLUTIONS company got the project to make this online agriculture product store, there is a difference of opinion between a couple of SMEs and the project team regarding which methodology would be more suitable for this project. SMEs are stressing on using the V model and the project team is leaning more onto the side of waterfall model. As a business analyst, which methodology do you think would be better for this project?**

**ANSWER:**

The project involves developing a user-friendly online agriculture product store website. The SME team is emphasizing for the V-Model, while the Project team is more preferred towards the Waterfall Model. To determine the most suitable approach, following analysis has been conducted to evaluate better understanding of Waterfall v/s V-model.

**Below are primary requirements of the project**

* User friendly interface for new users with efficient performance.
* Software is expected to have seamless communication between farmers and companies.
* Integrated system for placing order, inventory management and payment options.
* Product inventory management for manufacturers.

|  |  |  |
| --- | --- | --- |
| **Features required** | **Waterfall Model** | **V-Model** |
| User friendly interface | User Interface can be designed and modified before entering testing phase | Testing is done prior, so any changes later require more time and efforts. |
| Integrated order management system | Integration takes place in further stages, but well planning ensures smooth integration. | Requires validation at early stage of project, so making future adjustments is difficult. |
| Flexibility to change | Flexibility is limited, but there is scope to change until project goes to next phase. | Very rigid; any changes after testing require reworking several phases. |
| Further enhancements and updates | Major updates need a new project cycle, but it's easier to manage than the V-Model. | Each phase depends on the previous one, making updates and improvements hard. |

Based on above analysis, the Waterfall Model is easier to follow and works well for clear and stable projects. The V-Model helps catch errors early, but its strict process makes future changes hard. Hence Waterfall Model is more preferrable for the Project.

* **QUESTION 10 - WATERFALL VS V-MODEL**

**Write down the differences between waterfall model and V model.**

**ANSWER:**

**Differences between Waterfall Model and V-Model**

|  |  |
| --- | --- |
| **Waterfall Model** | **V-Model** |
| Waterfall model follows a step-by-step process where each phase must be completed before the next begins. | V-Model is an extension of Waterfall Model by integrating testing at each development stage in a V-shaped structure. |
| Waterfall model has less flexibility, as any changes will require revisiting earlier phases, leading to delays in project completion. | V-Model is highly rigid, hence any changes after the testing phase require restarting multiple stages. |
| In Waterfall model, testing is conducted after the development phase is fully completed. | In V-model, testing is carried out in parallel with development, ensuring early error detection. |
| Waterfall detect Errors at later stage, increasing correction costs. | In V-model, errors are found earlier due to continuous validation, reducing risks. |
| Waterfall models are best suited for Projects with clear, well-defined requirements that are unlikely to change. | V-model is best suited for Highly structured projects where early-stage testing, and validation are critical. |
| Waterfall model is slow development cycle, hence costly to fix issues discovered late. | V-model is Inflexible to changes, making updates difficult after testing. |

* **QUESTION 11- JUSTIFY YOUR CHOICE**

**As a BA, state your reason for choosing one model for this project.**

**ANSWER:**

* The Waterfall Model follows a structured, sequential approach, making it simpler to use than the V-Model.
* The Waterfall Model moves step by step, completing each phase before moving forward, providing a clear project roadmap. On the other hand, the rigid V-Model, which makes post-testing changes expensive and time-consuming, Waterfall is more suitable for an online agriculture store that may need future updates and improvements.
* This project requires a user-friendly interface and the integration of multiple features, such as product listings, payments, and delivery tracking. The Waterfall Model allows for thorough planning of these functionalities, ensuring a well-structured development process.
* While Waterfall is not as adaptable as Agile, it is still more practical and manageable than the V-Model, as minor adjustments can be incorporated without completely restarting the cycle. Due to its clarity, ease of implementation, and structured development, the Waterfall Model is the most suitable model for this project.
* **QUESTION 12- GANTT CHART**

**The Committee of Mr. Henry, Mr Pandu, and Mr Dooku discussed with Mr Karthik and finalised on the V Model approach (RG, RA, Design, D1, T1, D2, T2, D3, T3, D4, T4 and UAT) Mr. Vandanam is mapped as a PM to this project. He studies this Project and Prepares a Gantt chart with V Model (RG, RA, Design, D1, T1, D2, T2, D3, T3, D4, T4 and UAT) as development process and the Resources are PM, BA, Java Developers, testers, DB Admin, NW Admin.**

**ANSWER:**

* 1. **Phase-wise Gantt Chart-> V-Model Gantt Chart**



* 1. **Resources based Gantt Chart**



* **QUESTION 13- FIXED BID VS BILLING**

**Explain the difference between Fixed Bid and Billing projects**.

**ANSWER:**

|  |  |
| --- | --- |
| **Fixed Bid** | **Billing Projects** |
| Fixed bid project has predefined scope, deadline, and fixed budget agreed upon before project work begins. | In billing projects, the client is charged based on actual time spent as per rate in hourly basis and resources used. |
| In Fixed bid, the cost is agreed upon in advance, regardless of effort or challenges faced. | Billing Projects are Flexible in pricing and may cost extra for challenging task. |
| The Project Vendor bears the risk, in case development is delayed or takes longer, they cover the extra cost. | In Billing project, Client bears the risks as the cost increases if more time or resources are needed. |
| Fixed bids are best for well-defined projects with clear requirements and minimal changes. | Billing projects are best suited for Complex, evolving projects where requirements may change frequently. |
| In Fixed bid, project vendor controls execution of the project and client has limited involvement | In Billing projects, client has greater involvement in tracking progress and making decisions. |

* **QUESTION 14-PREPARE TIMESHEETS OF A BA IN VARIOUS STAGES OF SDLC**

**Design Timesheet of a BA**

**Development Timesheet of a BA**

**Testing Timesheet of a BA**

**UAT Timesheet of a BA**

**Deployment and Implementation Timesheet of a BA**

**ANSWER:**

Resources are required to fill timesheets for 8 hours of work every day. They need to justify their contribution towards project. The timesheets are then forwarded to client by Account Manager for approval. On Approval by client, billing will be released to IT company.

Following Time sheets are prepared for BA Contribution in Project at different stage.

1. **Design Timesheet of a BA**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **S.no** | **Tasks** | **Actionable Item** | **Start time** | **End time** | **Duration** |
| 1 | Stakeholder meeting | Get approval from stakeholders on Design of GUI screens. | 10:00 am | 12:00 pm | **2 hr** |
| 2 | End user manual | Working on initiation and End User manuals preparation for client | 12:00 pm | 01:00 pm | **1 hr** |
| 3 | Client interaction meeting | Communicate client on design and solution doc | 2:00 pm | 3:00 pm | **1 hr** |
| 4 | Test cases Preparation | Working on the template | 3:30 pm | 5:00 pm | **1.5 hr** |
| 5 | Team Meeting | Teams Meeting regarding discussion of Finalization of ER diagrams | 5:00 pm | 7:00 pm | **2 hr** |
|  |  | **Total** |  |  | **7.5 hrs** |

1. **Development Timesheet of a BA**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **S.no** | **Tasks** | **Actionable Item** | **Start time** | **End time** | **Duration** |
| 1 | JAD session meeting | Meeting with client and developers regarding issues faced | 10:00 am | 11:00 am | **1 hr** |
| 2 | Document updating | Updating End user manuals and RTM | 11:00 am | 01:00 pm | **2 hr** |
| 3 | BRD clarification | Clarification of Business rules and workflows to development team | 2:00 pm | 3:00 pm | **1 hr** |
| 4 | Client meeting | Meeting with client to update the status of Project | 3:30 pm | 5:00 pm | **1.5 hr** |
| 5 | Team Meeting | Teams Meeting regarding updates and status of the tasks | 5:00 pm | 7:00 pm | **2 hr** |
|  |  | **Total** |  |  | **7.5 hrs** |

1. **Testing Timesheet of a BA**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **S.no** | **Tasks** | **Actionable Item** | **Start time** | **End time** | **Duration** |
| 1 | QA meeting | Preparing test cases along with Testing Manager | 10:00 am | 12:00 pm | **2 hr** |
| 2 | End user manual | Updating End user manual | 12:00 pm | 01:00 pm | **1 hr** |
| 3 | Client interaction meeting | Teams Meeting with client for discussion on test data and status | 2:00 pm | 3:00 pm | **1 hr** |
| 4 | Test cases Preparation | Executing test cases along with QA team | 3:30 pm | 5:00 pm | **1.5 hr** |
| 5 | Team Meeting | Status and Updates to team regarding the testing phase | 5:00 pm | 7:00 pm | **2 hr** |
|  |  | **Total** |  |  | **7.5 hrs** |

1. **UAT Timesheet of a BA**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **S.no** | **Tasks** | **Actionable Item** | **Start time** | **End time** | **Duration** |
| 1 | Stakeholder meeting | Co-ordinating with stakeholders for UAT execution | 10:00 am | 12:00 pm | **2 hr** |
| 2 | End user manual | Initiation and Preparation of End User manuals for client | 12:00 pm | 01:00 pm | **1 hr** |
| 3 | Sign off meeting | Take sign off from client for UAT | 2:00 pm | 3:00 pm | **1 hr** |
| 4 | UAT updating | Documenting UAT results | 3:30 pm | 5:00 pm | **1.5 hr** |
| 5 | Team Meeting | Teams Meeting regarding discussion of Finalization of ER diagrams | 5:00 pm | 7:00 pm | **2 hr** |
|  |  | **Total** |  |  | **7.5 hrs** |

1. **Deployment and Implementation Timesheet of a BA**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **S.no** | **Tasks** | **Actionable Item** | **Start time** | **End time** | **Duration** |
| 1 | Stakeholder meeting | Feedback from stakeholders on deployment | 10:00 am | 12:00 pm | **2 hr** |
| 2 | End user manual | Finalisation of End user manual | 12:00 pm | 01:00 pm | **1 hr** |
| 3 | RTM update | Updating RTM and forwarding to PM for project closure documentation | 2:00 pm | 3:00 pm | **1 hr** |
| 4 | Client meeting | Teams meeting on updates on post deployment issues | 3:30 pm | 5:00 pm | **1.5 hr** |
| 5 | Training sessions | Training sessions to end users | 5:00 pm | 7:00 pm | **2 hr** |
|  |  | **Total** |  |  | **7.5 hrs** |