**1)SWOT ANALYSIS:**

SWOT (Strengths, Weaknesses, Opportunities, Threats) analysis is a key tool for business analysts, offering a comprehensive snapshot of a business's internal and external landscape.

**Analysing Internal Factors:**

Strengths: Brand recognition, skilled workforce, innovative technology. Leverage these for advantage.

Weaknesses: Limited resources, outdated processes, communication gaps. Address these to improve efficiency.

**Analysing External Factors:**

Opportunities: Emerging markets, changing customer preferences, new partnerships. Seize these to fuel growth.

Threats: Increased competition, regulatory changes, economic downturns. Understand these to mitigate risks.

**2)USE CASE, USER STORY AND ACCEPTANCE CRITERIA:**

1. Use Case: Imagine it as a detailed script, outlining how a user interacts with a system to perform a specific action. It describes the steps the user takes, the system's responses, and the expected outcome, like a play for actors and set design.

2. User Story: Think of it as a concise wish list, written from the user's perspective. It describes what the user wants to achieve and the value they expect from the system, capturing the essence of their desired experience in an easily understandable format.

3. Acceptance Criteria: These are the checkpoints that determine if a user story is truly complete and meets the user's needs. They define the specific functionalities, performance metrics, and other requirements that must be fulfilled for the story to be considered "done" and ready for user acceptance.

**3)CONFLICTS IN A PROJECT:**

How do you handle managing team conflicts in a project?

1. Clear Communication: Ensure everyone understands project goals, roles, and expectations to minimize misunderstandings.

2. Active Listening: Listen attentively to all sides of the conflict to uncover the root causes, not just surface disagreements.

3. Open Dialogue: Facilitate respectful discussions where everyone feels heard and encouraged to share their perspectives.

4. Collaborative Solutions: Seek solutions that benefit all team members while aligning with project goals. This might involve compromise, creative problem-solving, or even revisiting project plans.

5. Documentation and Follow-up: Clearly document agreed-upon solutions, timelines, and action items. Monitor progress and be prepared to adapt if needed.

**4) PRIORITISATION METHOD:**

The Moscow method is a powerful tool for defining priorities for requirements. It allows for clear communication, stakeholder alignment, and efficient resource allocation. It follows two step process

1. Understanding the Requirements: Start by thoroughly understanding all the requirements, their purpose, and potential impact. This includes gathering information from various stakeholders through interviews, workshops, and documentation

review.

2. Categorizing Requirements:

Categorize each requirement based on the Moscow criteria:

a. Must-Haves: These are essential requirements that must be met for the project's success. They are non-negotiable and typically address core functionalities or business needs.

b. Should-Haves: These are important requirements that add significant value but can be deferred if necessary. They often enhance functionality or user experience.

c. Could-Haves: These are desirable requirements that would be nice to have but can be postponed or even eliminated without compromising the project's core objectives.

d. Won't-Haves: These are requirements that are deemed unnecessary or infeasible for the current project scope or budget. They may be considered for future iterations.

**5)GAP ANALYSIS:**

A gap analysis is a tool used to identify the difference between your current state and your desired state. It's like comparing where you are now to where you want to be, then figuring out what steps to get there.

This analysis is used across various domains, from business and project management to personal development.

Main Stages:

Define your desired state: This could be specific goals, desired performance levels, or ideal outcomes.

Assess your current state: Measure key indicators to understand where you stand. Gather data on resources, skills, performance,

Analyse the gap: Compare your current state to your desired state.

Identify areas where you fall short or lack necessary elements.

Develop an action plan: Based on the identified gaps, create strategies and steps to bridge the difference. Allocate resources and set timelines.

**6)WATERFALL AND AGILE METHODOLGY:**

Waterfall: This is sequential in nature. That means that before one step can begin; the previous step needs to have been completed. This is very similar to workflows found in the manufacturing and construction sectors.

Agile: This methodology uses an incremental approach. This means that business analysts can start off with simple versions of the project design and build the design into small modules that are further elaborated on as the project progresses.