**FORUMS**

1. Who is a business analyst?

A business analyst is a person who will be acting a liason between the technical team, and Client. The main job role of the business analyst is to gather the requirement, analyse them model those requirement using the industry standards models, discuss with the technical team, track all the progress of all those requirements, and at the end facilitates for UAT (User acceptance test).

1. Requirements and its types?

A requirement is a need of the client. A requirement may be a condition or a functionality that needs to be implemented to perform its action. The requirement of the will be realized in the form of SDLC (Software development lifecycle).

Types

1. Business requirement : High-level requirement tells about the goal and objective of the project.
2. Stakeholder requirement: Requirement of the particular stakeholder of group of stakeholders.
3. Function Requirement : Describes about the behavior or functionality of the system
4. Non-Functional Requirement: Tells more about the environmental requirements rather than Functionality. For Ex: Speed, Accuracy, storage.
5. Who is a stakeholder?

A stakeholder is a person who is directly or indirectly affects the development of a project. There are different types of stake holders are there. Some of them are Project stakeholders, internal, external stakeholders, third party stakeholders,

1. What is BPM?

BPM can be abbreviated as Business process modelling. For any kind of organization or any kind of project, certain parameters need to be followed to achieve its goal. Some of them of BPM are:

A Goal

Inputs

Outputs

Resources

Activities need to be performed

End user value creatation.

1. SDLC methodologies.

The abbreviated for of SDLC (Software Develop life cycle). With the help of these methodologies, we can complete the task of requirement of a client. The type of the method, which we choose, depends the nature of the project. Types of SDLC are as:

1. Sequential: Entire project will be handover to the client once the project is completed.

2. Iterative : Entire project will be divided into the some frequencies, based on that the develiberies of the working software will be given to client.

3. Evolutionary: The example of this is Spiral model. Here the feel and look of the initial working software will be created 1st, later all the features will be added.

4. Agile: Continuous deliverables of the project will be done, with handling change request even in case of late development.

6. Use case Diagram:

Use case diagrams are UML diagrams that show how users (actors) interact with a system, illustrating the key functionalities or services provided. Actors, shown as stick figures, represent different types of users or external systems that interact with the system being modeled. The use cases, depicted as ovals, represent specific actions or functions that actors can perform within the system. The relationships between actors and use cases are shown using lines, with special notations for include, extend, and generalization relationships. The system boundary is typically shown as a rectangle containing all the use cases, with actors placed outside this boundary

7. Sequence Diagram:

A sequence diagram is a UML behavior diagram that shows the step-by-step interactions between different objects/components over time, using vertical lifelines to represent participants and horizontal arrows to show messages/calls between them. For business analysts, it is particularly valuable for documenting business processes, validating requirements, and communicating how different parts of a system interact to complete a specific task or scenario.

8. Activity Diagram:

Activity diagrams are visual representations that model workflow, business processes, and sequential steps in a system, using symbols like start/end nodes, actions (rectangles), decision points (diamonds), and control flows (arrows). They help business analysts document and analyze complex processes, parallel activities, decision paths, and the flow of activities from start to finish, making them invaluable for process modeling and system behavior documentation.

9. RACI

RACI (Responsible, Accountable, Consulted, and Informed) is a project management matrix where Business Analysts are typically responsible for requirements gathering, process modeling, and documentation, while being consulted on technical solutions and implementation approaches. They are often Accountable for stakeholder communication and requirements quality, while keeping project stakeholders Informed about analysis progress and impacts.

10. RTM:

Requirements Traceability Matrix (RTM) is a document that links business requirements to their sources, test cases, and other project artifacts throughout the software development lifecycle, ensuring complete coverage and impact analysis. It serves as a crucial tool for Business Analysts to track requirement implementation, verify that all requirements are tested, and manage requirement changes while maintaining relationships between various project deliverables.

11. SWOT analysis:

SWOT analysis is a strategic tool used to evaluate an organization's **Strengths, Weaknesses, Opportunities, and Threats.** It helps businesses identify internal capabilities and external factors that impact success. Strengths and weaknesses are internal, while opportunities and threats arise from external conditions. This analysis aids in decision-making, risk assessment, and strategic planning.

12. BA role in handling change request.

A business analyst (BA) plays a crucial role in handling change requests by assessing their impact on project scope, timeline, and budget. They gather and analyse stakeholder requirements, ensuring alignment with business goals. The ba collaborates with project managers and development teams to evaluate feasibility and risks. They document, prioritize, and communicate changes effectively to stakeholders. Finally, the ba ensures smooth implementation while minimizing disruptions to ongoing processes.

13. BRD.

A **Business Requirements Document (BRD)** is a formal document that outlines the business needs and objectives of a project. It defines the **scope, stakeholders, functional and non-functional requirements, and success criteria.** The BRD serves as a foundation for communication between business stakeholders and the development team. It includes use cases, process flows, and assumptions to ensure clarity. A well-structured BRD helps in aligning project goals with business needs and reducing scope creep.

14. FRD

A **Functional Requirements Document (FRD)** outlines the system’s functional specifications, detailing how it should operate. It includes use cases, system behaviors, workflows, and business rules to ensure alignment with stakeholder needs. The FRD serves as a bridge between business requirements and technical implementation. It helps developers, testers, and designers understand system functionality. A well-defined FRD ensures clarity, reduces ambiguities, and supports project success.

15. Agile – Scrum:

Agile Scrum is a framework for iterative and incremental software development that promotes collaboration, flexibility, and continuous improvement. It consists of time-boxed iterations called **sprints**, typically lasting 1-4 weeks. The Scrum team includes a **Product Owner, Scrum Master**, and **Developers**, who work together to deliver high-value features. Key Scrum events include **Sprint Planning, Daily Stand-ups, Sprint Review, and Sprint Retrospective.** Scrum enhances adaptability by regularly incorporating stakeholder feedback and prioritizing the most valuable work.

16. Sprint Burn down and product burn down:

**Sprint Burn down Chart** tracks the remaining work within a sprint, helping teams monitor progress toward sprint goals. It provides a visual representation of completed and pending tasks daily.

**Product Burndown Chart** shows the remaining work for the entire product backlog over multiple sprints. It helps stakeholders track overall progress toward project completion. Both charts assist in identifying bottlenecks and improving planning.

17. Three tier architecture:

Three-tier architecture is a software design pattern that separates an application into three layers for better scalability and maintainability.

Presentation Layer (UI): The front-end where users interact with the system (e.g., web or mobile interface).

Application Layer (Business Logic): Processes user requests, handles business rules, and interacts with the database.

Data Layer (Database)**:** Stores and retrieves data, ensuring security and integrity.

This architecture improves performance, scalability, and ease of maintenance.

18. Requirement elicitation techniques and its Types:

Requirement Elicitation Techniques

Requirement elicitation is the process of gathering and understanding stakeholders' needs for a project. It helps Business Analysts (BAs) define clear, complete, and actionable requirements.

Types of Requirement Elicitation Techniques (BDRFOWJIPQU)

* Brainstorming – Generating new ideas collaboratively with stakeholders.
* Document Analysis – Reviewing existing documents to extract relevant requirements.
* Research – Studying industry trends, competitors, and best practices.
* FocusGroups – Gathering insights from selected stakeholders through discussions.
* Observation – Watching users perform tasks to understand their needs.
* Workshops – Conducting structured meetings to define and refine requirements.
* JAD **(**JointApplicationDevelopment**)** – Engaging users and IT teams in facilitated sessions.
* Interviews – Asking stakeholders direct questions to uncover needs.
* Prototyping – Creating mock-ups or wireframes to visualize and refine requirements.
* Questionnaires **(**Surveys**)** – Collecting feedback from a large group of stakeholders.
* UseCaseAnalysis – Defining interactions between users and the system to clarify requirements.

19. Strategy analysis:

Strategyanalysis is a key responsibility of a Business Analyst (BA) to assess and improve business performance.

Identifies business goals, challenges, and opportunities to align strategies with objectives.

Analyzes internal and external factors using techniques like SWOT**,** PESTLE**,** and Porter’s Five Forces.

Evaluates existing processes, policies, and technologies for optimization.

Proposes strategic solutions to enhance efficiency, profitability, and competitive advantage.

Collaborates with stakeholders to ensure successful implementation and continuous improvement.

20. Enterprise Analysis:

**Enterprise Analysis** is a key responsibility of a Business Analyst (BA) that involves understanding business needs at a strategic level. It includes identifying business opportunities, defining project scope, and assessing feasibility. The BA conducts market research, stakeholder analysis, and risk assessments to align initiatives with business goals. Enterprise Analysis helps in recommending solutions that drive business growth and efficiency. It serves as the foundation for project initiation and strategic decision-making.