Q1. What is the difference between Brainstorming and JAD Sessions?
Answer -

Brainstorming	**JAD**
• Brainstorming can be done either individually or in groups. The ideas can be reviewed/ analyzed and where relevant included within the system requirements. • Generating a wide range of ideas and solutions.	• JAD is an extended, facilitated workshop. IT involves collaboration between stakeholders and system analysts to identify needs and requirements in a concentrated and focused effort. • Analyzing and documenting detailed requirements for a software application or a system
• Open and free flowing with minimal facilitation.	• Structured and facilitated by a trained facilitator, following predefined activities and techniques.
• It can be an efficient way for users/stakeholders to define the requirements.	• It has higher customer satisfaction and a smaller number of errors as the user is directly involved in the process.
• People can't easily brainstorm ideas when required to do so.	• It requires significant planning and scheduling effort and stakeholder commitment of time and effort.

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

Answer- Document Analysis is a crucial technique used in project management and requirements gathering. It is done through reading a document and understanding the product, process and project. It helps in easily transferring a lot of information to a new system requirement document. Here are two reasons why document analysis is considered a compulsory technique -

• Understanding Existing Document.
• Establishing a baseline reference

Q3. In Which Context we will use Reverse Engineering?
Answer - Reverse engineering is usually done in migration projects. It is the process of extracting knowledge or design information from anything man-made and re-producing it or re producing anything based on the extracted information.
There are 2 categories of reverse engineering -
• **Black box Reverse Engineering-** The system or product is studied without examining its internal structure.
• **White box Reverse Engineering -** the inner working of the system or product is studied.

Q4. What is the difference between Brainstorming and Focus Groups?
Answer-

Brainstorming	**Focus Groups**
● Brainstorming can be done either individually or in groups. The ideas can be reviewed/ analyzed and where relevant included within the system requirements. ● Generating a wide range of ideas and solutions. ● Open – ended and unstructured.	● It is a means to elicitate ideas and attitudes about a specific product, service or opportunity in an interactive group environment ● Obtaining in–depth insights, opinions, and feedback. ● Guided and structured.

Q5. Observation Technique – Explain both Active and Passive approaches.
Answer - Observation Techniques are commonly used in research, usability testing and requirements gathering to gather data by directly observing individuals, processes or systems.

There are two main approaches to observation -
• **Active /visible Approach –** In Active observation, the observer actively engages with the participant, or the environment being observed. They may interact with participants, ask questions, or guide the observation process.

• **Passive / invisible Approach –** In passive observation, the observed takes a more non - intrusive and hands on approach. They simply observe and record the behaviors, activities, or events without directly interacting with participants or influencing the observed context.

Q6. How do you conduct the Requirements Workshop
Answer- Requirements workshop is a structured approach to capture requirements. It may be used to scope, discover, define, prioritize and reach closure on requirements for the target system.

Steps to conduct requirements workshop -
- Prepare for requirement workshop.
- Co – conduct requirement workshop.
- Post Requirement workshop wrap – up.

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.

Answer- A Business Analyst (BA) may conduct interviews as part of their role in gathering requirements, understanding stakeholders' needs, or conducting research for a project. Interviews are commonly used in the context of business analysis to collect information, clarify requirements, elicit feedback and gain insights from stakeholders.

There are two approaches in conducting interview -
- **Structured Approach –** In a structured interview, the interviewer follows a predetermined set of questions in a standardized manner.
- **Unstructured Approach –** In contrast, an unstructured interview is more flexible and open–ended. It allows the interviewer to explore topics in depth and follow the participants responses to uncover new insights.

Open Ended	Close Ended
• Require Narrative. • Participants have freedom to provide responses. • Provide qualitative, defined information.	• Offer Predefined response. • Participants choose from the given response option. • Provide quantitative, standardized information.

Q8. Questionnaire Technique – Where we will use? Give one example
Answer -The Questionnaire Technique is commonly used in research and data collection to gather information from many participants in a structured manner. It involves a series of questions presented to respondents, who provide their answers based on the given option or by providing their own responses.
For Ex – Questionnaire Technique is used in market research. Companies often use questionnaires to gather data about consumer preferences, options and purchasing behavior.

Q9. How to Sort the Requirements – Where we will use? Give one example
Answer– Sorting requirements is a crucial step in the requirements engineering process, where the gathered requirements are organized and prioritized based on their importance, relevance and feasibility.
This helps in identifying the most – critical and high priority requirements for the development or the implementation of a product or a system.
Key tasks are -

- Define stakeholders' needs.
- Identify business needs and divide them into functional and non-functional requirements.
- Create a group of similar requirements.
- Create supporting artifacts. For Ex – Sorting Requirements are used in software development. When building a software application, there are often numerous requirements identified from stakeholders, users and project teams.

Q10. Prioritizing the Requirements –Where we will use? Give one example.
Answer - Prioritizing the Requirements is an essential step in requirements engineering process, where the identifies requirements are ranked or ordered based on their relative importance or urgency.
This helps in guiding the development team efforts, resource allocation, and decision–making during the product or system development.

For Ex – Prioritizing Requirements is used in project management, particularly in agile methodologies like Scrum.
In Scrum the product backlog is prioritized in the list of requirements, often referred to as user stories.

Factors that influence
Importance, risk, cost benefit, time and strategy

3 main actors:
1)Customers
2)Developers
3)Business Owners

Techniques:
1)100 Dollars Test
2)Top 10 requirements
3)Numerical Assignment -Mandatory, very important, rather important, not important, does not matter
4)MOSCOW:
is a prioritization technique used in business analysis and software development to reach a common understanding with stakeholders on the importance they place on the delivery of each requirement -also known as MoSCOW prioritization or MoSCOW analysis.

The MOSCOW method can help. MOSCOW stands for must, should, could and would:
M-Must have this requirement to meet the business needs.
S-Should have this requirement if possible, but project success does not rely on it.
C-Could have this requirement if it does not affect anything else in the project.
W-Would like to have this requirement later, but it won't be delivered this time.

Q11. Weekly status reporting – How we will drive?
Answer - 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 each one brings the team closer to the achievement of their targets.
To do Weekly Status Reporting follow these steps -
- Defining Reporting Requirements.
- Set reporting frequency and deadline.
- Standardize reporting format.
- Communicate expectations.
- Provide Guidance and support.
- Remind and follow up.
- Revive and consolidate reports.
- Share and discuss the reports.
- Act on your findings.

Q12. Meeting Minutes Document – prepare one Sample

Answer - Meeting minutes are notes that are recorded during a meeting. They highlight the key issues that are discussed, motions proposed or voted on, and activities.

7 things to include when writing meeting minutes -

- Date and time of the meeting.
- Names of the participants.
- Purpose of the meeting.
- Agenda items and topics discussed.
- Action items.
- Next meeting date and place.
- Documents to be included in the report.

Q13. Change Tracker – Document - – prepare one Sample.

Answer- Change Tracker Document is a document created to track changes in the project life cycle.

It consists of following things -

- Version.
- Date.
- Change Details.
- Change Assessment.
- Implementation Details.
- Rollback Plan.
- Documentation Updates.
- Approvals.
- References

Q14. Difference between Traditional Development Model and Agile Development Models

Answer -

Traditional Development Model	Agile Development Models
● Project Planning is done at the beginning of the project and is not open to any changes later. ● Feasibility evaluation takes a long phase and is done in advance to avoid reworking in the next project phase.	● The plan is not given the foremost priority and is done sprint planning. Modifications are welcomed except during an active sprint. ● The Feasibility test takes a shorter while considerably. Clients are engaged in an early project phase to get the buy–in and refine the

• Project progress gets monitored according to the project plan. • Only the project managers communicate and carry out progress review meetings weekly/monthly. • Roles are not interchangeable once distributed among project team members. • Documentation gets a lot of emphasis and that is comprehensive.	needs in the long run. • The development gets tallied in each sprint. • Communication is frequent, face – to – face, and clients also participate throughout the project. • You can switch roles quickly, and the team can work in cycles. • There's a need to file requirements, build designs and write test plans to promote working software delivery.

Q15. Explain Brainstorming Technique – Where to use?

Answer – Brainstorming is a technique used to generate creative ideas and solutions through group discussion or collaboration. It encourages participants to freely express their thoughts, ideas and suggestions without criticism or judgements.

Here are the common scenarios where brainstorming is useful -

- Idea Generation.
- Project Planning.
- Problem – Solving.
- Team Building.
- Innovation and Product Development.
- Strategic Planning.

Q16. What reports Accounts Departments will generate (minimum 5 reports)

Answer – Report Account Department will generate -

- **Financial Statements –** which includes balance sheets, income statements and cash flow statements.
- **Company Reserve loan report –** to understand the reserve amount.
- **Credit Report –** provides information on borrower's credit history, including their repayment track record, outstanding loans and credit score.
- **Collateral Evaluation –** The Accounts department will be involved in evaluating the value and marketability of the proposed collateral.
- **Debt – to – Income Ratio Analysis –** Account department calculates borrower's debt to income ratio.

Q17. What is the structure of the message/mail communicated from the HR department to the employee in case the Loan is rejected?
Answer -

From
HR Department
TTS Company

To Mr. Sayali Sahare

Subject: Loan Application Rejection Notification.

Thank you for submitting your loan application dated May 15, 2025.

We regret to inform you that, after a thorough review, your request for a loan has not been approved due to internal eligibility criteria not being met at this time.

Please be assured that this outcome does not reflect your performance or value as an employee.

If you have any questions or would like to discuss the matter further, please feel free to contact the HR department. You are welcome to reapply once the eligibility conditions are fulfilled.

We appreciate your understanding.

Best Regards,
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?
Answer-

From
HR Department
TTS Company
To
Miss. Sayali Sahare
Subject: Loan Application Approval Notification.

Sir/Ma'am, We would like to inform you that after careful consideration and evaluation of your loan application No. HDFC0009, we are happy to inform you that your loan request has been approved by the company's loan approval committee.
You will find the following documents attached -
1. Loan Repayment Schedule.
2. Loan Approval Terms and Conditions.
If you have any questions or require further clarification, please feel free to reach out to the HR department, and we will be more than happy to assist you.
Once Again Congratulations on your loan approval we wish you every success in achieving your financial aspirations.

Best Regards,
HR Department
TTS Company.

Q19. Design a sample report on the Loans applications Received by the accounts department.
Answer-

Loan Application ID	Applicant Name	Loan Amount	Status
HDFC0001	Sayali Sahare	10,00,000	Rejected
HDFC0006	Sayali Sahare	5,00,000	Approved

Note:
- Approved Loan have met the loan approval criteria and are eligible for loan disbursement.
- Rejected loan do not meet the loan approval criteria and have been declined.
- For any inquiries or further information, please contact the Accounts Department.

Q20. Which reporting Tools we will use for generating reports.
Answer- The choice of reporting tool depends on factors such as the nature of data, reporting requirements, user skill level, budget and integration capabilities.

Some of the popular tools commonly used for generating reports:

- **Microsoft Excel –** Excel is widely used spreadsheet software that offers powerful data analysis and reporting capabilities.
- **Tableau –** Tableau is a leading data visualization and reporting tool that enables users to create interactive and visually appealing reports and dashboards.
- **Power BI –** Power BI, developed by Microsoft, is a business intelligence tool that allows users to connect, transform, and visualize data from different sources