CAPSTONE PROJECT 3 PART-2

**1Ans.**

|  |  |  |
| --- | --- | --- |
|  | BRAINSTORMING | JAD SESSION |
| PURPOSE AND FOCUS | Generating wide range of ideas And solutions. | Analysing and documenting detailed requirements for a software application or system |
| FACILITATION AND STRUCTURE | Open and free-flowing with minimal facilitation | Structured and facilitated by a tried facilitator, following predefined activities and techniques |

**2Ans.**

**Document analysis** is a crucial Technique used in project management and requirements gathering processes. Here two reasons why document analysis is considered a compulsory technique:

a. Understanding existing Documentation

b. Establishing Baseline and Reference

**3Ans.**

**Reverse Engineering** is commonly used in various context to understand and analyse existing contexts to understand and analyse existing systems, products, or technologies. Here are two common contexts where reverse engineering is employed:

**Software Development and Maintenance**

• Understanding Legacy Systems

• Interoperability and Integration

**Product Analysis and Competitor Research**

• Competitor Analysis

• Intellectual Property Protection

**4Ans.**

|  |  |  |
| --- | --- | --- |
|  | BRAINSTORMING | FOCUS GROUPS |
| PURPOSE | Generating a wide range of ideas and solutions | Obtaining in-depth insights, Opinions and feedback |
| STRUCTURE | Open ended and unstructured | Guided and structured |

**5Ans.**

Observation Techniques are commonly used in Research, Use ability Testing, and requirement gathering to get data by directly observing Individuals, processes, or systems . there are two main observations to observe:

**Active Observation:**

In active observation, the observer actively engages with the participants or the environment being observed. They may interact with Participants, ask questions, or guide the observation process.

**Passive Observation**:

In passive observation, observer takes more non-intrusive and hand-off approach They simply observe and record the behaviours, Activates, or events without directly interacting with the participants or influencing the observed context .

**6Ans.**

**Conducting a requirement workshop** involves facilitating a collaborative session with stack holders, to elicit, analyse and document requirements for a project,

• plan and prepare

• Identify the participants

• Create an agenda

7Ans.

**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 analyst to collect information, clarify requirement, elicit feedback, and gain insights from stakeholders.

|  |  |  |
| --- | --- | --- |
| Difference | **Open-Ended Questions** | **Closed-Ended Questions** |
| Format | Require Narrative | Offer predefine response |
|  | Descriptive Responses | Options |
| Response type | Participants have Participants choose from Freedom to provide | Participants choose from Freedom to provide Give response options |
|  | Their own answers |  |
| Information | Provide qualitative Provide quantitative Detailed information | Provide quantitative Standardized information |

**8Ans.**

The **questionnaire technique** is commonly used in research and data collection to gather information from large number of participants in a structured manner.

It involves a series of questions presented to respondents, who provides their answer based on the given options or by providing their own response.

**For example:** The questionnaire technique is used is in the market research. Companies often use questionnaires to gather data about consumer preferences, Opinions, and purchasing behaviour.

**9Ans.**

**Sorting requirement** is a crucial step in the requirement engineering process, where the gathered requirement is 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 implementation of a product or system.

**For example:** Sorting requirements is used in software development. When building a software application, there are often numerous requirements identified from stakeholders, Users and project teams.

10Ans.

**Prioritizing requirement** is an essential step in the requirement engineering process, where the identified requirements are ranked or ordered based on their relative importance and urgency.

This helps in guiding the development team’s effort, 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 a prioritized list of requirements, often referred to as user stories.

11Ans.

The following are the steps to drive weekly status:

• Define reporting requirements

• Set reporting frequency and deadline

• Standardized reporting format

• Communicate expectations

• Provide Guidance and support

• Remind and follow-ups

• Review and consolidate reports

• Share and discuss the report

• Act on findings

12Ans.

**Minutes of Meeting (MoM),** also known as meeting minutes, are essential documents in the field of business analysis. They serve as a record of what transpired during a meeting, capturing key points, decisions, and action items.

|  |  |
| --- | --- |
| MOM Template | |
| Date |  |
| Time |  |
| Location |  |
| Attendees | ABC  BDC  EFG |
| Agenda | item 1  item 2  item 3  item 4 |
| Discussion Summary | Item 1  Discussion  Summary of the item |
| Action items |  |
| Next meeting | |
| Date |  |
| Time |  |
| Location |  |
| Agenda |  |

**13Ans. Change Tracker Document:**

|  |
| --- |
| **Change Tracker Document** |
| Version : {Insert version number} |
| Date: {Insert Date} |
| **Change Details** |
| Change request number |
| Requested by |
| Date Requested |
| Change Description |
| **Change Assessment** |
| Impact Analysis |
| Risk Analysis |
| Feasibility Analysis |
| Effort Estimate |
| Approval Status |
| Approval Date |
| **Implementation Details** |
| Developer/Implementer |
| Start date |
| End date |
| Test coverage |
| Test Results |
| Deployment Plan |
| **Rollback Plan** |
| Rollback Procedure |
| Rollback Test plan |
| Rollback Date |
| Rollback Results |
| **Documentation Updates** |
| Document Affected |
| Update Description |
| Update Date |
| Updated By |
| **Approvals** |
| Approver 1 |
| Approver 2 |
| Approver 3 |
| Approval Date |
| **References** |
| Related documents |
| Supporting Documents |

14Ans.

|  |  |
| --- | --- |
| **Traditional Software Development** | **Agile Software Development** |
| 1. It is used to develop simple software | It is used to develop complicated software. |
| 2.In this methodology, testing is done once the development phase is completed. | In this methodology, testing and development processes are performed concurrently. |
| 3. It follows a linear organization structure. | It follows an iterative organizational structure |
| 4. It provides less security | It provides high security. |
| 5. Client involvement is less as compared to Agile development | Client involvement is high as compared to traditional software development |
| 6. It provides less functionality in the software. | It provides all the functionality needed by the users |
| 7. It supports a fixed development model. | It supports a changeable development model. |
| 8. It is used by freshers | It is used by professionals. |
| 9. It is less used by software development firms. | It is normally used by software development firms |
| 10. Expectation is favoured in the traditional model. | Adaptability is favoured in the agile methodology. |

15.

**Brainstorming** can be done with group or with an individual. Ideas collected during this session and reviewed and analysed. It is effective in generating lots of ideas on specific issue to determine which is the best.

**This technique could be used in following scenarios:**

* Idea generation
* Project Planning
* Problem Solving
* Team Building
* Strategic Planning

16Ans. **REPORTS:**

**Financial Statements:** The accounts department prepares and provides financial statements, including balance sheets, income statements and cash flow statements.

**Company reserve loan Report:** This report will help understand the reserve amount.

**Credit Report:** The accounts department may obtain a credit report on the borrower from a credit bureau. this report provides information on the borrowers credit history, including their repayment track record, outstanding loans and credit score.

**Collateral Evaluation :** If the loan requires collateral, the accounts department may be involved in evaluating the value and marketability of the proposed collateral.

Cash Flow projections: The account department prepares cash flow projections based on borrowers financial data.

Debt-to-income Ratio Analysis: The accounts department calculates the borrowers debt-to-income ratio, which compares the borrowers total debt obligations to their income.

17Ans.

From: [aksahyrajXXX@gmail.com](mailto:aksahyrajXXX@gmail.com)

To : [Kamesh.n@tts.com](mailto:Kamesh.n@tts.com)

Cc:Financedept@TTS.com, [HRdepts@TTS.com](mailto:HRdepts@TTS.com)

Bcc:

Regular loan application number:- AX143RRT

Dear Kamesh, Good day!!

This mail is reference to your loan application No. AX143RRT. Dated: 25.06.2024.

We are sorry to inform you that your application has been rejected due to below mentioned reason As per the company policy, The employee must finish 1year for eligibility of loan.

As per our records we noticed that you DOJ is 20.03.2024 and you have not completed 1 year based on the company policy.

Thank you for approaching us. You can re-apply once the set condition is met

Regards,

D. Akshay Raj

Senior Excecutive,

HR Department

TTS company.

18Ans.

From: [aksahyrajXXX@gmail.com](mailto:aksahyrajXXX@gmail.com)

To : [Kamesh.n@tts.com](mailto:Kamesh.n@tts.com)

Cc: Accountsdep.TTS.com,Accountsdep.TTS.com

Bcc: Regular loan application number :- AX143RRT

Dear Kamesh, Good day!!

We are pleased to inform that your application No. AX143RRT for 5 lakhs personal loan has been approved from our end

Kindly keep in touch with Abbas from finance department for further process

Regards,

D Akshay Raj

Senior Executive,

HR Department

TTS company.

**19Ans.**

**Loan Application Report**

**Date: DD/MM/YY**

|  |  |  |  |
| --- | --- | --- | --- |
| **Loan application ID** | **Application Name** | **Loan Amount** | **Status** |
| PL01 | JOHN | 1,00,000 | Approved |
| PL02 | SMITH | 5,00,000 | Pending |
| EL03 | ANDREW | 15,00,000 | Rejected |

Note:

* Approved applications have met the loan approval and are eligible for loan disbursement
* Rejected loans do not meet the loan approval criteria and have been declined.
* Pending applications are currently under review and a decision will be communicated soon
* For any inquiries or further information, please contact the Accounts department.

20Ans.

Power BI and Tableau are the tools used for generating Report

**Power BI:** Power BI is a Data Visualization and Business Intelligence tool that converts data from different data sources to interactive dashboards and BI reports.

Power BI suite provides multiple software, connector, and services - Power BI desktop, Power BI service based on SaaS, and mobile Power BI apps available for different platforms.

**Tableau:** Tableau is a powerful tool used for data analysis, visualization.

It allows creating amazing and interactive visualization and that too without coding.

It provides the features like cleaning, organizing, and visualizing data.

Data analysis is very fast with Tableau tool and the visualizations created are in the form of dashboards and worksheets.

The best features of Tableau software are as follows:

•Data Blending

•Real time analysis

•Collaboration of data

The great thing about Tableau software is that it doesn’t require any technical or any kind of programming skills to operate.