Capstone Project 3 part-2 Solution

**Question 1- What is the difference between Brainstorming and JAD Sessions?**

**Answer**-

Meaning

Brainstorming- It is group discussion among the stakeholders to generate ideas to include the relevant and necessary requirements.

JAD- it is a session conducted between the stakeholder and other higher authorities like SME’s, client, developers to get more refined requirements.

Brainstorming- This can be done individually or in groups

JAD- It is an extended Workshop

Discussion

Brainstorming- The discussed ideas are reviewed and analysed here.

JAD- It involves collaboration of stakeholder to identify the requirements in detailed manner.

Output

Brainstorming- The output of a brainstorming session is a list of ideas, concepts, or potential solutions that can be further evaluated, refined, and implemented.

JAD- The output of a JAD session includes detailed requirements documentation, system specifications, process flows, and other artifacts necessary for project planning and development.

Participants

Brainstorming- Participants in a brainstorming session can include individuals from various backgrounds, expertise, and roles within the organization.

JAD- JAD sessions typically involve stakeholders, end-users, subject matter experts, project managers, and IT professionals who are directly involved in the project.

**Question 2- Why Document Analysis is one of the compulsory technique we use in a Project? Justify**

**Answer-**

Document Analysis means Reading the document to understand and gain knowledge about the process/product.

This is the most important and compulsory used elicitation technique.

The document contains the detailed information about the current system.

This information can be useful for the new system.

The documentation of the system could provide a lot of information which may include interface details, user manuals.

It would be easy to transfer a lot of information to the new system requirement document.

This document helps in gap analysis as well to know the difference between AS-IS and TO-BE.

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**Question 3- In Which Context we will use Reverse Engineering?**

**Answer**-

Reverse Engineering is done to understand the current working of the system.

When it is necessary to understand what the system does, reverse engineering is used.

It is used to understand the functionality and working of the current system.

It is done to improve the functionality in the new system.

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**Question 4- What is the difference between Brainstorming and Focus Groups?**

**Answer-**

Brainstorming- It is group discussion among the stakeholders to generate ideas to include the relevant and necessary requirements.

Focus Groups- It focus groups, there is a discussion regarding improving the ideas.

Brainstorming- These sessions are conducted to solve a problem.

Focus Group- These sessions are conducted to study the existing ideas.

Brainstorming- Group of 8-12 people are involved in this session.

Focus Group- Group of 6-12 people are involved in this session.

Brainstorming- It has heterogenous participants.

Focus Group- It can have heterogenous or homogenous participants.

Brainstorming- 1-2 hrs.

Focus Group- 1-2 hrs to several days.

Brainstorming- Not necessary to have knowledge of any topic.

Focus Group- It is necessary to have knowledge of the topic.

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**Question 5- Observation Technique – Explain both Active and Passive approaches**

**Answer-**

Observation techniques are used to gather information by watching and understanding workplace activities. It is used to identify needs and opportunities, understand business processes, create performance standards, assess solution performance, and facilitate training and development.

There are two approaches- Passive & Active

Active Observer-

These are the noticeable ones.

Means these observers can ask question they want to the team.

Here, if the observer has any kind of questions , he will ask right away even if it breaks the routine of the person.

The BA might also participate in the work to get immediate appreciation.

Passive Observer-

These are the non-noticeable ones.

The observer does not interrupt the work that the team is doing.

If the observer wants to ask questions, then he can ask after the observation is over and not in between.

The BA should observe the process multiple times in order to get knowledge about it.

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**Question 6- How do you conduct the Requirements Workshop?**

**Answer-**

It is a meeting that is being conducted with a specific goal to capture requirements.

It is used to finalize the requirements.

This workshop lasts for about few days.

The requirements are understood properly before being finalized.

Steps involved in requirement workshop are:-

Prepare-

Clarify the scope of the project.

Identify the key stakeholders.

Define the agenda of this workshop that is being conducted.

Schedule the sessions.

Conduct-

Review the goals.

Review the agenda.

Elicit the requirements.

Ensure that all the stakeholders are heard.

Follow Up-

Take time to time updates about the work.

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**Question 7- 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-**

After gathering the requirements, we are going to sort the requirements.

At the time of sorting the requirements, there may be conflicts within some requirements.

Conflicts can be like ambiguity of requirements or verifying the requirements, etc

If such case occurs, then we take appointment of the responsible stakeholder and ask them questions.

There are 2 ways to conduct interviews: -

Structured approach-

We write down all the questions and when we meet the stakeholder, we ask them those questions.

Unstructured Approach-

We know what the issue is , we know what the concept is . So we directly ask question to the stakeholder and the stakeholder comes up with the answer.

Here wo do not write down all questions.

We ask question based on the answers that the stakeholder gives.

We can ask 2 types of questions-

Open-Ended Questions-

These are such questions which have detailed explanation as the answer.

Close-Ended Questions-

These are such questions which have yes/no as the answers.

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**Question 8- Questionnaire Technique – Where we will use? Give one example**

**Answer-**

Questionnaire is one of the elicitation technique.

If you want to interact with huge number of stakeholders, we cannot go to each and every one to interact.

In such cases, we create a questionnaire or a survey form and get feedback of all the stakeholders.

The design of questionnaire is very important and crucial part so that it could be understood by everyone.

It consists of list of questions that are used to gather the feedback.

It is useful to get inputs from the people who are far away.

It consists of written replies which could be easier to analyse and work with.

Example-

How do you describe our product?

Options- Excellent Best Good Average Poor

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**Question 9- How to Sort the Requirements – Where we will use? Give one example**

**Answer-**

First the stakeholders are identified.

After that, the requirements are gathered from these stakeholders.

After gathering all the requirements by using the elicitation techniques, there may be some repetition of requirements which should be removed .

For sorting the requirement, there is a process-

Identify the requirement.

Segregate that requirement in functional and non-functional requirement.

If the identified requirements are similar then combine them together into one requirement.

Example- Development of a Mobile Banking Application

Sorting Criteria- Priority

Requirements-

User Authentication (High Priority)

Account Balance Inquiry (High Priority)

Funds Transfer (High Priority)

Bill Payment (Medium Priority)

Transaction History (Medium Priority)

Branch Locator (Low Priority)

Customer Feedback (Low Priority)

Sorting process-

Assign priorities to each requirement based on stakeholder input.

Sort requirements first by priority, placing high priority requirements at the top, followed by medium and low priority requirements.

Review the sorted list.

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**Question 10- Prioritise the Requirements – –Where we will use? Give one example**

**Answer-**

Requirement prioritization means arranging the requirements according to their importance.

On of the technique is MoSCoW.

MoSCoW technique is widely used for prioritization.

M(Must) – Must have requirements to meet the business needs.

S(Should) – Should have these requirements, if possible, but project success does not rely on it.

C(Could) – Could have these requirements if it does not affect the project.

W(Would) – Would like to have these requirements later, but it won’t be delivered this time.

Example- Grocery Shop Application

M(Must)-

Product List

Shopping Cart

Add To Cart

Search Bar

Checkout Process

Payment Process

S(Should)-

User account

Product recommendations

Price Comparison

C(Could)-

Delivery Options

Discounts

Coupons

W(Would)-

Subscription services

Rewards

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Question 11- Weekly status reporting – How we will drive?

Answer- Week- 6th Feb-13th Feb 2022

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| Completed Tasks |
| Project | Task | Member | Estimation | Notes |
| Project ABC | Develop login page | Mr. X | 10 Hrs | Completed development |
| Project Alpha | Database design | Mr. Y | 15 hrs | Completed initial design |
| Project Beta | Testing  | Mr. Z | 10 hrs | Testing done |

|  |
| --- |
| In-Progress Tasks |
| Project | Task | Member | Estimation | Notes |
| Project ABC | Develop user interface | Mr. RR | 10 Hrs | Completed wireframes, starting UI design |
| Project Alpha | Database | Mr. YY | 15 hrs | Implementing database schema |
| Project Beta | Data analysis  | Mr. ZZ | 50 hrs | Done with initial analysis, now preparing reports. |

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| --- |
| Assigned but not started Tasks |
| Project | Task | Member | Estimation | Notes |
| Project ABC | Design user interface | Mr. XXX | 10 Hrs | Task assigned but not started yet |
| Project Alpha | Database | Mr. YYY | 15 hrs | Task assigned but not started yet |
| Project Beta | Documentation | Mr. ZZZ | 50 hrs | Task assigned but not started yet |

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**Question 12- Meeting Minutes Document – prepare one Sample.**

**Answer-**

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| --- | --- |
| Meeting Name | Requirement Gathering for Online Agriculture Store Features |
| Date | 29th Dec 2024 |
| Time | 5:30 PM |
| Facilitator | Mr. Rahul |
| Agenda | 1. Introduction and Purpose of the Meeting
2. Understanding Business Objectives
3. Discussing Core Features for the Online Agriculture Store
4. Identifying User Personas and Their Needs
5. Challenges and Risks
 |

**Attendees:**

1. Mr. Rajesh Kumar - Head of Sales
2. Ms. Priya Sharma - Marketing Manager
3. Dr. Anil Mehta - Agricultural Expert
4. [Business Analyst Name] - Business Analyst
5. Mr. Vivek Singh - IT Manager

**Discussion Points:**

**1. Business Objectives:**

* Stakeholders outlined the goal of enhancing the digital sales channel to increase accessibility and convenience for customers.
* Emphasis on delivering a user-friendly experience for both farmers and bulk buyers.

**2. Core Features Identified:**

* **Product Catalog:** Comprehensive listing of agricultural products (fertilizers, seeds, tools, etc.).
* **Search and Filter Options:** Advanced filtering based on product categories, price, and reviews.
* **E-commerce Functionalities:**
	+ Secure payment gateways
	+ Cart and checkout processes
	+ Order tracking
* **Localized Language Support:** Multiple languages to cater to diverse customer bases.
* **Customer Support:** Live chat and FAQ sections.

**3. User Personas:**

* **Farmers:** Focus on ease of use, affordability, and product recommendations.
* **Bulk Buyers:** Prioritize bulk order options, discounts, and delivery schedules.

**4. Challenges Discussed:**

* Logistics for rural delivery.
* Ensuring platform reliability and uptime.
* Training users to adopt digital purchasing methods.

**5. Risks Identified:**

* Potential resistance from traditional customers.
* Cybersecurity concerns related to payment gateways.
* Scalability of the platform during peak seasons.

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**Question 13- Change Tracker – Document - – prepare one Sample**

**Answer-**

A role of BA is very crucial when it comes to change request.

Firstly, find the reason for change.

Then understand the impact of that change.

Understand the efforts required to implement that change.

Change log is nothing but a document which contains the list of changes that has come.

This log is prepared at the beginning when any change request comes.



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**Question 14- Difference between Traditional Development Model and Agile Development Models**

**Answer-**

|  |  |
| --- | --- |
| Traditional Development Model | Agile Development Model methodology. |
|  |  |
| It is used to develop simple software. | It is used to develop complicated software |
|  |  |
| In this methodology, testing is done once the development is completed. | In this methodology, testing and development is done simultaneously. |
|  |  |
| Client involvement is less as compared to Agile. | Client involvement is more as compared to Traditional.  |
|  |  |
| Focuses more on deliverables. | Focuses more on customer satisfaction. |
|  |  |
| Development cost is low. | Development cost is high. |
|  |  |
| It supports fixed development model. | It supports changeable development model. |
|  |  |
| Projects are completed in phases. | Project is completed in sprints. |
|  |  |
| Suitable for the projects where requirements are well defined. | Suitable for the projects where requirements are changing frequently. |
|  |  |
| Product is delivered at the end. | Product is delivered frequently in few weeks. |
|  |  |
| Change is not accepted. | Change is accepted even late in the process. |

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**Question 15- Explain Brainstorming Technique – Where to use?**

**Answer-**

Brainstorming-

As a BA, we get multiple requirements from the client.

We do not always get the functional requirements for the given business requirements.

 As a BA, if we face issues in getting the functional requirements then brainstorming sessions are conducted.

Here, the domain experts, SME give solution to the problem.

Steps to conduct Brainstorming sessions-

Firstly identify the problem.

Then convey this to the Project Manager and take his approval to conduct the brainstorming session.

Then identify the participants of the session.

Send invitation of this brainstorming session to them.

Then book a meeting room.

\*Use of Brainstorming-

Problem solving

Innovation

Strategic Planning

Product Development

Advertising

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**Question 16- What reports Accounts Departments will generate (minimum 5 reports)**

**Answer-**

Loan Application report

Loan Approval Report

Loan Rejection Report

Pending Application Report

Financial Summary Report

Department wise Loan Report

Loan Closure Report

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**Question 17- What is the structure of the message/mail communicated from the HR department to the employee in case the Loan is rejected?**

**Answer-**

Subject- Loan Rejection Mail

Dear Mr. Pranav,

 Hope you are doing well.

 We regret to inform you that your loan application has been reviewed, and unfortunately it has not been approved this time. After careful consideration, we have decided to reject your loan application.

 Reasons for your loan rejection are as follows-

Our lending policies dictate that we have strict limits on the amount of funds we can extend to borrowers. Upon reviewing your application, it was determined that the loan amount requested surpassed our maximum allowable limit.

 Please be assured that this decision was made by keeping the company’s policies and guidelines in mind. We value your contribution to the company and we regret the inconvenience caused. If you have any further questions regarding the same, please do not hesitate to escalate this to the concerned HR.

 We appreciate your co-operation in this matter.

Thank you.

Best Regards,

HR,

Company Name.

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**Question 18- What is the structure of the message/mail communicated from the HR department to the employee in case the Loan is approved?**

**Answer-**

Subject- Loan Approval Mail

Dear Mr. Pranav,

 Hope you are doing well.

 We are pleased to inform you that your loan application has been approved.

 Your loan offer along with the terms and conditions are attached below.

Loan Amount- 10Lakh

Loan Type- Home Lome

Loan Terms and Conditions- []

 If you agree with the Terms and Conditions and are ready to proceed with loan, please confirm your acceptance by replying to this mail within one week. After your final confirmation, We will start the process of agreement and then the loan amount will be transferred to your bank account that you have specified and automated salary deductions will be started.

 If you have any queries, please feel free to contact the HR department.

 Congratulation again on your loan approval.

Thank you.

Best Regards,

HR,

Company Name.

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**Question 19- Design a sample report on the Loans applications Received by the accounts department**

**Answer-**

**TTS Company: Employee Loan Applications Report**

**Report Title:** Loan Applications Received by the Accounts Department
**Date:** 30-12-2024
**Prepared By:**

**Summary**

* **Total Loan Applications Received:** 5
* **Approved Applications:** 2
* **Rejected Applications:** 2
* **Pending Applications:** 1

**Detailed Report**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Application ID** | **Employee Name** | **Department** | **Loan Amount**  | **Submission Date** | **Status** | **Comments** |
| APP001 | John Doe | IT | 5,00,000 | 2024-12-20 | Approved | Approved with standard terms. |
| APP002 | Jane Smith | HR | 10,00,000 | 2024-12-21 | Pending | Awaiting HR review. |
| APP003 | Alan Brown | Marketing | 7,50,000 | 2024-12-22 | Rejected | Insufficient salary for requested amount. |
| APP004 | Emma Wilson | Finance | 4,00,000 | 2024-12-23 | Approved | Approved with reduced loan tenure. |
| APP005 | Mike Johnson | Sales | 12,00,000 | 2024-12-24 | Pending | Under review by accounts team. |

**Insights and Observations**

1. **High Demand:** A significant number of loan applications were received from the Sales and IT departments.
2. **Rejections:** Common reasons for rejection include insufficient salary or non-compliance with eligibility criteria.
3. **Pending Applications:** Several applications are delayed due to pending HR reviews or incomplete documentation.

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**Question 20- Which reporting Tools we will use for generating reports.**

**Answer**-

**Tableau**

Tableau is widely used data visualization and analytics tool known for its user-friendly interface and powerful features.

It can be used for creating reports, dashboards and stories for analysing data.

Tableau can connect to variety of data sources.

It can also create reports by blending variety of datasets.

This product is designed to put the user first.

Tableau enables limitless visual data exploration.

There are multiple advantages of using tableau-

Data visualization

Quickly creating interactive visualization

User-friendly

Comfortable in implementation.

**Power BI**

Power BI is a business intelligence tool.

It helps the user to visualize and analyse the data.

It is made of collection of software services and connectors.

Power BI can connect to data from Excel spreadsheets, cloud-based data warehouses, and more.

It also integrates with other Microsoft products and services.

It is available in both free and paid versions.

The free version only offers Power BI tools like Power BI Desktop and Power Q&A to reports or dashboards.

Whereas, Power BI pro comes with Power BI Service that provides live report sharing, Power View, and Power BI Apps which gives great help while working with your Power BI Projects.

With Microsoft Power BI, users can analyse the data from different sources and share it with anyone using Power BI Service.

Use of PowerBI:-

Reporting-

Power BI can help create interactive reports from various data sources.

Reports can be customized visually and shared across devices.

This makes it easy for teams to access up-to-date information.

Dashboard

Data Analysis

Data Integration

Sharing Insights