Capstone 3 part 2

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

Answer:

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| --- | --- | --- |
| Aspect | Brainstorming | JAD Sessions |
| Purpose | Generate a wide range of ideas quickly. | Develop detailed requirements collaboratively. |
| Participants | Anyone with interest or expertise in the topic. | Key stakeholders, including users, developers, business analysts |
| Structure | Informal and free-flowing. | Highly structured with a clear agenda and defined roles. |
| Main Goal | Produce a large volume of diverse ideas. | Achieve consensus and document detailed requirements. |
| Outcome | Ideas for later evaluation and refinement. | Comprehensive and agreed-upon project requirements. |
| Usage | Initial stages of project planning, problem-solving, or innovation. | Software development, system design, and project planning. |

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

Answer:

Document analysis is like sifting through all the existing reports, emails, and notes related to your project to find important information. It helps you understand what has been done before, what needs to be done, and any specific guidelines or requirements. This way, you ensure that you have all the necessary details at your fingertips, helping you plan your project more effectively and avoiding any surprises later on.

Why its compulsory technique?

Document analysis is considered a compulsory technique in many contexts because it offers several key benefits:

Comprehensive Understanding:

It provides a thorough understanding of the subject matter by examining existing documents, which often contain valuable historical and contextual information.

Evidence-Based Insights:

Analyzing documents allows for evidence-based insights and conclusions, supporting more informed decision-making.

Verification and Validation:

It helps in verifying and validating information obtained from other sources, ensuring the accuracy and reliability of data.

Cost-Effectiveness:

Document analysis can be a cost-effective method, as it utilizes already available materials, reducing the need for extensive new data collection.

Time Efficiency:

It can save time by quickly gathering relevant information from existing documents, especially when compared to other data collection methods.

Legal and Compliance Requirements:

In many cases, document analysis is a requirement for legal, regulatory, or compliance purposes, ensuring that all necessary documentation is reviewed and understood.

Stakeholder Communication:

It facilitates clear communication with stakeholders by providing documented evidence and supporting materials.

Q3. In Which Context we will use Reverse Engineering?

Answer:

Reverse engineering is used in various contexts to understand and analyze a system or product by deconstructing it. Here are some common contexts where reverse engineering is applied:

1. Software Development: To understand the structure and functionality of existing software, especially when source code is unavailable.
2. Product Analysis: To study and replicate the features of a competitor's product.
3. System Compatibility: To ensure new software or hardware is compatible with existing systems.
4. Security: To identify vulnerabilities and improve security by analyzing malware or other threats.
5. Legacy Systems: To update or integrate with outdated systems when documentation is missing There are two categories black box, white box.

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

Answer:

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| Aspect | Brainstorming | Focus Groups |
| Purpose | Generate a wide range of ideas quickly. | Gather in-depth insights and feedback. |
| Participants | Anyone with interest or expertise in the topic. | Small, diverse group representing the target audience. |
| Structure | Informal and free-flowing. | Structured with guided questions and a moderator. |
| Main Goal | Produce a large volume of diverse ideas. | Understand participants' perceptions, attitudes, and reactions. |
| Outcome | Ideas for later evaluation and refinement. | Detailed qualitative insights. |
| Usage | Initial stages of project planning or problem-solving. | Market research, product development, and advertising. |

Q5. Observation Technique – Explain both Active and Passive approaches

Answer:

The act of watching somebody/something carefully, especially to learn something is known as observation.

Active Observation: Involves the observer engaging and interacting with the subjects to gather detailed insights and feedback.

Passive Observation: Involves the observer watching and recording activities without direct interaction to gather unbiased data and understand natural workflows.

Q6. How do you conduct the Requirements Workshop.

Answer:

Conducting a requirements workshop involves several key steps to ensure that all stakeholders' needs and expectations are captured effectively. Here's a structured approach to conducting a successful requirements workshop:

**Preparation**

**Introduction**

**Discussion and Elicitation**

Prioritization and Validation

**Documentation and Follow-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:**

**Interviews can be conducted by a Business Analyst (BA) in various contexts, such as requirements gathering, stakeholder analysis, project initiation, and understanding business processes. Interviews help BAs collect detailed and specific information from stakeholders, ensuring a comprehensive understanding of their needs and expectations.**

**Structured Interviews:**

**These interviews follow a predefined set of questions, ensuring consistency and comparability across different interview sessions.**

**Unstructured Interviews:**

**These interviews are more open-ended and flexible, allowing the conversation to flow naturally based on the interviewee's responses.**

**Open-Ended vs. Closed-Ended Questions:**

**Open-Ended Questions:**

**Questions that allow the interviewee to provide detailed, elaborative responses, encouraging discussion and exploration.**

**Closed-Ended Questions:**

**Questions that require specific, concise answers, often in the form of "yes" or "no" or selecting from a set of options.**

**Q8. Questionnaire Technique – Where we will use? Give one example**

**Answer:**

**The Questionnaire Technique is used to gather information from a large number of respondents efficiently. It involves distributing structured forms with a set of predetermined questions to collect data on various topics. This technique is particularly useful when you need to reach a broad audience and obtain quantitative data.**

**Example:**

**In a customer satisfaction survey, a company may use a questionnaire to gather feedback from its customers about their experiences with the company's products or services. The questionnaire might include questions about product quality, customer service, and overall satisfaction. By analyzing the responses, the company can identify areas for improvement and make data-driven decisions to enhance customer satisfaction.**

**Q9. How to Sort the Requirements – Where we will use? Give one example**

**Answer:**

**Sorting requirements is an essential step in project management to prioritize and organize the requirements based on various criteria such as fuctional and non functional, feasibility, and impact. This helps in ensuring that the most critical requirements are addressed first and the project stays on track.**

**Used in Sorting requirements is used in the project planning phase to ensure a clear roadmap and focus on high-priority items.**

**Example:**

**In a software development project, requirements are sorted to ensure that critical features are developed first. For instance, a new e-commerce website may prioritize features like user registration, product listing, and payment gateway integration over less critical features like customer reviews and wish lists.**

**Q10. Prioritize the Requirements – –Where we will use? Give one example**

**Answer: Prioritizing requirements is essential in project management to ensure that the most critical and high-impact requirements are addressed first. This helps in managing resources effectively, meeting stakeholders' expectations, and delivering valuable outcomes.**

**Where We Use It:**

**Prioritizing requirements is used during the project planning phase to create a clear road map and focus on high-priority items.**

**Example:**

**In a mobile app development project, prioritizing requirements ensures that the most crucial features are developed first. For instance, in developing a banking app, features like secure login, account balance view, and fund transfer are prioritized over secondary features like transaction history search or personalized alerts. By focusing on the high-priority requirements, the project team can ensure that the essential functionalities are delivered on time, leading to a successful project outcome.**

**Q11. Weekly status reporting – How we will drive?**

**Answer:**

**Its 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.**

**Questions that can be asked in a weekly status report include:**

* **What have you been working on recently?**
* **What have you accomplished this week?**
* **What are your top priorites?**
* **What are your challenges going into next week?**

**Q12. Meeting Minutes Document – prepare one Sample**

**Answer:**

**Meeting of minutes (MoM) is a formal written document that summarizes the discussions, decisions, and actions taken during a meeting. It serves as an official record of what transpired during the meeting and helps to ensure that everyone is on the same page regarding key points and actions items. MoM is particularly important for tracking project progress, documenting decisions and assigning responsibilities.**

|  |  |
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| **Meeting Titles** | |
| **Date and Time** | January 1, 2025, 10:00 AM |
| **Location** | Conference Room A |
| **Attendees** | John Doe, Jane Smith, Mark Johnson, Emily Brown |
| **Agenda** | 1. Welcome and Introductions 2. Project Overview 3. Roles & Responsibilities 4. Timeline and Milestones 5. Q&A Session |
| **Discussion Summary** | **Discussed the overall objectives and scope of the project. Each team member introduced themselves and their role in the project. Reviewed the project timeline and key milestones.** |
| **Decisions Made** | **Confirmed the project scope and objectives. Assigned roles and responsibilities to team members. Agreed on the project timeline.** |
| **Action Items** | 1. John to prepare a detailed project plan. 2. Jane to set up regular team meetings 3. Mark to draft the initial project requirements |
| **Owners** | John Doe, Jane Smith, Mark Johnson |
| **Due Date** | January 23, 2025 |
| **Agenda Summary** | Discussed project scope, roles, timeline, and next steps. |
| **Next Meeting** | |
| **Meeting title:** | **Review project progress** |
| **Date and Time:** | 10:00 AM |
| **Location:** | Conference Room A |
| **Expected Attendees:** | **John Doe, Jane Smith, Mark Johnson, Emily Brown** |

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

**Answer:**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Date** | **Version number** | **Document changes** | **Name** | **Title** | **Signature** | **Approved by** |
| 2025-01-10 | 1.0 | Initial document creation | John Doe | Project Manager | John Doe | Jane Smith |
| 2025-01-12 | 1.1 | Added project overview | Emily Brown | Business Analyst | Emily Brown | John Doe |
| 2025-01-14 | 1.2 | Updated timeline section | Mark Johnson | Developer | Mark Johnson | Emily Brown |
| 2025-01-15 | 1.3 | Revised roles and responsibilities | Jane Smith | Product Owner | Jane Smith | |  | | --- | | **John Doe** | |

**Change tracker documents is used by the project team to log and track change requests made throughout the life of the project.**

Q14. Difference between Traditional Development Model and Agile Development Models

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| --- | --- | --- |
| **Aspect** | **Traditional development model (waterfall)** | **Agile development Model (Scrum)** |
| **Development Approach** | **Linear and Sequential** | **Iterative and incremental** |
| **Flexibility and adaptability** | **Less adaptable to changes after project initiation, changes can be costly.** | **Embraces changes throughout the development process, flexibility is akey principle.** |
| **Project Planning** | **Detailed planning at the projects start, changes may be discouraged** | **Incremental planning, welcomes and accommodates changes, planning revisited regularly.** |
| **Delivery of software** | **Entire system developed and delivered at the end of the project** | **Software delivered in small, functional increments (iterations)** |
| **Clients involvements** | **Limited involvement during development; more at the beginning and end** | **Frequent client collaboration throughout the development process** |

Q15. Explain Brainstorming Technique – Where to use?

**Brainstorming Technique**

**Brainstorming is a creative problem-solving method used to generate a wide range of ideas or solutions within a group setting. It involves participants freely sharing their thoughts, encouraging open and uninhibited idea generation. The main goal is to explore multiple possibilities and foster innovative thinking without immediate criticism or judgment of the ideas presented.**

**Where to Use Brainstorming**

**Brainstorming is particularly useful in several contexts, including:**

**Project Planning: To generate ideas for project scope, objectives, and deliverables.**

**Product Development: To come up with new product features, enhancements, or entirely new product concepts.**

**Problem Solving: To find creative solutions to specific challenges or issues faced by a team or organization.**

**Marketing Strategies: To develop unique and effective marketing campaigns or promotional strategies**

**Process Improvement: To identify ways to streamline operations, improve efficiency, or enhance workflows**

**Q16. Reports Generated by the Accounts Department**

**The Accounts Department will generate the following reports:**

1. **Loan Application Summary Report: Overview of all loan applications, including status (approved, rejected, pending).**
2. **Loan Approval Report: Details of approved loans, including employee name, loan amount, interest rate, and repayment schedule.**
3. **Loan Repayment Status Report: Tracking of loan repayments, including amounts paid, remaining balance, and any late payments.**
4. **Loan Rejection Report: Summary of rejected loan applications with reasons for rejection.**
5. **Outstanding Loan Balance Report: Current outstanding loan balances for all employees.**

**Q17. Structure of Rejection Mail from HR Department**

**Subject: Loan Application Rejection Notification**

**Dear [Employee Name],**

**We regret to inform you that your loan application submitted on [Date] has been reviewed and unfortunately, it has been rejected. The reason for this decision is as follows:**

**[Reason for Rejection]**

**Please feel free to reach out to the HR department if you have any questions or need further clarification.**

**Best regards, [HR Representative Name] HR Department TTS Company.**

**Q18. Structure of Approval Mail from HR Department**

**Subject: Loan Application Approval Notification**

**Dear [Employee Name],**

**Congratulations! Your loan application submitted on [Date] has been reviewed and approved. Below are the details of your loan:**

**Loan Amount: [Loan Amount]**

**Interest Rate: [Interest Rate]**

**Repayment Schedule: [Repayment Schedule]**

**Please review the attached terms and conditions. If you agree with the terms, please sign and return the attached agreement by [Due Date].**

**Thank you and best regards, [HR Representative Name] HR Department TTS Company**

**Q19. Sample Report on Loan Applications Received by the Accounts Department.**

**Answer**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Application ID** | **Employee Name** | Submission Date | Loan Amount | Status | Decision Date | Reviewer |
| 001 | John Doe | 2024-12-01 | ₹5,00,000 | Approved | 2024-12-10 | HR and Accounts |
| 002 | Jane Smith | 2024-12-02 | ₹3,00,000 | Rejected | 2024-12-12 | HR and Accounts |
| 003 | Robert Brown | 2024-12-03 | ₹4,50,000 | Pending | **-** | **-** |

**Q20. Reporting Tools for Generating Reports**

**To generate the reports, the following reporting tools can be used:**

**Microsoft Power BI: For creating interactive and visually appealing reports and dashboards.**

**Tableau: For data visualization and business intelligence reporting.**

**Crystal Reports: For creating detailed and formatted reports.**

**Excel: For creating custom reports and performing data analysis.**

**JasperReports: For open-source reporting and business intelligence.**