**1Q**. What is the difference between Brainstorming and JAD Sessions?

Ans.

|  |  |  |
| --- | --- | --- |
|  | **Brainstorming** | **JAD Sessions** |
| Purpose and Focus | Generating a wide range of ideas and solution. | Analyzing and documenting detailed requirements for a software application or system. |
| Facilitation and structure | Open and free-flowing with minimal facilitation. | Structured and facilitation by a trained facilitator, following predefined activities and techniques. |

**2Q.** Why Documents Analysis is one of the compulsory technique we use in a project? Justify

Ans. The Document analysis is a crucial technique used in project management and requirements gathering management and requirements document analysis is considered a compulsory technique:

Understanding Existing Documentation

Establishing Baseline and reference

**3Q.** In Which context we will use Reverse Engineering?

Ans. The Reverse Engineering is commonly used in various contexts to understand and analyze existing system, production, or technological. Here are two common contexts where reverse engineering is employer:

**Software Development and Maintenance:**

Understanding Legacy System

Interoperability and integration

**Product Analysis and Competitor Research:**

Competition Analysis

Intellectual Property Protection

**4Q**. What is the difference between Brainstorming and Focus Groups?

Ans.

|  |  |  |
| --- | --- | --- |
|  | **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 |

**5Q**. Observation Technique – Explain both Active and Passive approaches

Ans. The Observation Technique are commonly used in research, usability testing, and requirement gathering to gather data by directly observing individuals, processes, or systems. There are two main approaches to observation: active and passive. Let’s explore each approach:

**Activity Observation:-**

In activity Observation, the Observer activity 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, the observer takes a more non-intrusive and hands-off approach. They simply observe and record the behaviors, activities, or events without directly interacting with the participants or influencing the observed context.

**6Q.** How do you conduct the Requirement Workshop.

Ans. Conducting a requirements workshop involves facilitating a collaborative session with stakeholders to elicit, analyze, and document requirements for a project.

Plan and Prepare

Identify the Participants

Create an agenda

**7Q.** 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 Question and Closed ended Questions.

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

Structured Interview: In a structured interview, the interview follows a predetermined set of questions in a standardized manner.

Unstructured Interview: In contrast, an unstructured interview is more flexible open-ended. It allows the interview to explore topics in depth and follow the participant’s responses to uncover new insights.

|  |  |  |
| --- | --- | --- |
| **Differences** | **Open-Ended Questions** | **Closed-Ended Questions** |
| Format | Require narrative, | Offer predefined response |
|  | | |
|  | **Descriptive responses** | **Options** |
| Response Type | Participants have freedom to provide | Participants choose from  Given response options |
|  | | |
|  | **Their own answers** |  |
| Information | Provide qualitative | Provide qualitative |
| Obtained | Detailed information | Standardized information |

**8Q**. Questionnaire Technique – Where we will use? Give one example.

Ans. The questionnaire technique is commonly used in research and data collection to gather information from a large number of 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 Eg:- The questionnaire technique is used is in market research. Companies often use questionnaires to gather data about consumer preferences, opinions, and purchasing behavior.

**9Q**. How to sort the requirements – Where we will use? Give one example

Ans. The 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 implementation of a product or system.

For Eg:- The sorting requirements is used is in software development. When building a software application, there are often numerous requirements identified from stakeholder, user, and project teams.

**10Q**. Prioritize the Requirements – Where we will use? Give one example.

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

This help in guiding the development team’s efforts, resource allocation, and decision-making during the product or system development.

For Eg:- 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.

**11Q**. Weekly status reporting – How we will drive?

Ans. To effectively drive weekly status reporting, follow these steps:-

Define reporting requirements

Set reporting frequency and deadline

Communicate expectation

Provide guidance and support

Remind and follow up

Review and consolidate reports

Share and discuss the reports

Act on the findings

**12Q**. Meeting Minutes Documents – Prepare one Sample

Ans.

|  |  |
| --- | --- |
| MOM Template | |
| Date |  |
| Time |  |
| Location |  |
| Attendees | ABC  BCD  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 |  |

**13Q.** Change tracker – Document – Prepare one Sample.

Ans.

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| |  | | --- | | Change Tracker Document | | Vision:(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 |  |  | | --- | | Approvals | | Approver 1 | | Approver 2 | | Approver 3 | | Approver Date | | References | | Related Documents | | Supporting | | |  | | --- | | **Implementation Details** | | Developer/Implementer | | Start Date | | End Date | | Test Coverage | | Test Results | | Development Plan | | **Rollback Plan** | | Rollback Procedure | | Rollback Test Plan | | Rollback Date | | Rollback Results | | Documentation Updates | | Document Affected | | Update Description | | Update Date | | Update By | |

**14Q.** Difference between Traditional Development Model and Agile Development Model

Ans.

|  |  |
| --- | --- |
| **Waterfall** | **Agile(Scrum)** |
| Feasibility evaluation takes long phase and is done in advance to avoid reworking in the next project phase | Feasibility test takes a shorter while considerably. Clients are in the early project phase to get the buy in and the needs in the long run. |
| Project planning is done at the beginning of the project and is not open to any changes later on. | The plan is not given the foremost priority and is done during sprint planning. Modification are welcome except during an active sprint. |
| Project progress gets monitored according to the project plan. | The development gets tallied in each sprint. |
| Only the project manager communicate and carry out progress review meeting weekly/monthly | Communication is frequent, face-to-face, and clients also participated throughout the project. |
| Roles are not interchangeable once distributed among project team members. | You can switch roles quickly, and the team can work in cycles. |
| Documentation gets a lot of emphases and that is pretty comprehensive | There’s a need to file requirements, build designs, and write test planes to promote working software delivery |

**15Q**. Explain Brainstorming Techniques – Where to use?

Ans. The Brainstorming is a technique used to generate creative ideas and solutions through a group discussion or collaboration. It encourage participants to freely express their through, ideas, and suggestions without criticism or judgment.

Here are some common scenarios where brainstorming is useful:

Idea Generation

Project Planning

Problem-solving

Team Building

Innovation and Product Development

Strategic Planning

Case Study

**16Q**. What reports Accounts Departments will generate (minimum 5 reports)

Ans**. Financial Statements:-** The accounts department prepares and provides financial statement, including balance sheets, income statement, and cash flow statement. These statement give an overview of the borrower’s financial position, profitability, and ability to generate cash flow.

**Company Reserve Lone Report:-** This report will help understand the reserve amount.

**Credit Report:-** The account department may obtain a credit report on the borrower from a credit bureau. This report provides information on the borrower’s 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 the borrower’s financial data.

**Debt-to-income Ratio Analysis:-** The accounts department calculates the borrower’s debt-to-income ratio, which compares the borrower’s total debt obligation to their income.

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

Ans.

**Subject:** Loan Application Rejection Notification

**Dear Smith,**

We hope this email finds you well. We would like to inform you that after careful consideration and evaluation of your loan application, We regret to inform you that your loan request has been rejected by the company’s loan approval committee.

We understand that this news may be disappointing, but we want to assure you that the decision was made after a through assessment of various factors and taking in consideration the company’s lending policies and financial guidelines.

While we cannot provide specific details regarding the reasons for the loan rejection, We encourage you to review your financial situation and consider alternation option that may better align with your current circumstances. Our HR department is available to provide guidance and support if you require assistance in exploring other avenues for financial assistance

Please note that this decision does not reflect on your value as an employee, and it will not have any impact on your employment or benefits with the company. We remain committed to supporting your professional growth and well-being within our organization.

If you have any Questions or required further clarification, please feel free to reach out to the HR department, and we will be more than happy to assist you.

Thank you for your understanding.

**Best regards,**

HR Dept

ABC Company

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

Ans.

**Subject:** Loan Application Notification

**Dear Smith,**

We are pleased to inform you that your loan application has been approved by the company’s loan approval committee. Congratulations on this successful outcome.

We have careful reviewed your application and considered various factors, including your financial standing, employment history, and the loan program’s eligibility criteria. Based on our assessment, we are confident that this loan will assist you in achieving your financial goals.

Below are the details regarding your approved loan;

**Loan Amount :** Rs. 15,00,000

**Loan Year :** 10 years

**Interest Rate :** 7.5%

**Repayment Schedule:** Pay in the yearly instilments of Rs. 1,50,000

Please review the loan agreement and associated terms carefully, If you have any Questions or require further clarification, please do not hesitate to reach out the HR department. We are here to provide the necessary support and guidance throughout the loan process.

We Kindly remind you of your responsibility to fulfill the loan repayment obligations as per the agreed upon terms. Timely and consistent repayment will not only help you meet your financial objectives but also demonstrate your reliability and strengthen your creditwor thinness.

We appreciate your prompt attention to the loan agreement and adherence to the repayment schedule, Should you require any assistance or encounter any challenges during the repayment period, please feel free to approach the HR department for guidance and support.

Once again congratulations on your loan approval we with you every success in achieving your financial aspirations.

**Best regards,**

HR Dept

ABC Company

**19Q**. Design a sample report on the Loan applications Received by the accounts Department

Ans.

|  |  |  |  |
| --- | --- | --- | --- |
| **Loan application ID** | **Applicant Name** | **Loan amount** | **Status** |
| PLO1 | John | 1,00,000 | Approved |
| HLO2 | Smith | 5,00,000 | Pending |
| ELO3 | Andrew | 15,00,000 | Rejected |

**Notes**:

Approved applications have met the loan approval and are eligible for loan disbursement.

Rejected applications 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.

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

Ans. The choice of reporting tool depends on factors such as the nature of data, reporting requirements, use skill level, budget, and integration capabilities, some of the popular reporting tools commonly used for generating reports:

Microsoft Excel:- Excel is a widely used spreadsheet software that offers powerful data analysis and reporting capabilities

Tableau:- Tableau is a leading data visualization and reporting tool that enable users to create interactive and visually appealing reports and dashboards

Power BI:- Power BI, developed by Microsoft, is a business intelligence tool that allows used to connected, transform, and visualize data from different sources.