1. **What is Business Analysis?**

Business Analysis is the practice of identifying business needs and finding solutions to business problems.

Business Analysis includes

* Requirement Gathering and Analysis: Business analysts collect and analyze stakeholder requirements to understand the business objectives and ensure the development of relevant solutions.
* Facilitating Communication: Act as a bridge between stakeholders, including business teams and technical teams, ensuring clear and effective communication.
1. **What is Business Process Modelling?**

Business Process Modelling is the visual representation of an organization’s workflows to improve understanding, analysis, and optimization.

Business Process Model includes:

* Visual Representation: Uses diagrams and flowcharts to map out business processes, making workflows easy to understand and analyze.
* Process Improvement: Identifies inefficiencies or bottlenecks and helps optimize processes for better performance.
1. **What is the Waterfall model?**

The Waterfall Model is a traditional software development methodology that follows a linear and sequential approach. It is one of the oldest and most structured methodologies, primarily used for projects with clearly defined requirements. In this model, the development process flows downwards through a series of distinct phases, resembling a waterfall.

1. **What is the Agile model?**

The Agile method is a modern, iterative approach to software development and project management. It emphasizes flexibility, collaboration, and rapid delivery of small, functional increments of a project rather than delivering the entire product at the end. Agile focuses on adapting to changes and meeting customer needs throughout the development process.

1. **What is a timesheet for the project?**

A timesheet for a project is a structured document or tool used to track and record the amount of time spent by team members on various tasks and activities related to a project. It is an essential tool in project management to monitor productivity, manage resources, and ensure that the project stays on schedule and within budget.

1. **How do you prioritize requirements?**

Prioritizing requirements involves assessing their importance and urgency to the business. Techniques such as MoSCoW (Must have, Should have, Could have, Won’t have) are commonly used. “Must have” requirements are essential for project success, while “Should have” and “Could have” are less critical but desirable. Collaboration with stakeholders ensures the prioritization aligns with business objectives, timelines, and budget constraints.

1. **What is a use case, and why is it important?**

A use case is a detailed description of how a user interacts with a system to achieve a specific goal. It includes the actors (users or systems), steps involved, and potential variations or exceptions. Use cases are important because they provide a clear understanding of system functionality, help identify edge cases, and act as a basis for writing test cases and designing system workflows.

1. **Can you explain what a BRD and an SRS are?**

A BRD (Business Requirements Document) defines high-level business needs, and objectives of project. It serves as a communication tool between business stakeholders and the technical team.

SRS (Software Requirement Specification) focuses on detailed system functionalities and technical specifications for the system, including functional and non-functional requirements, data models, and system architecture. While the BRD focuses on “what” the business needs, the SRS focuses on “how” those needs will be implemented.

1. **How do you handle conflicting requirements from stakeholders?**

Conflicting requirements are addressed by understanding the underlying business needs of each stakeholder. Techniques such as stakeholder interviews, prioritization, and facilitated workshops are used to clarify objectives and identify common ground. If conflicts persist, the decision is escalated to high-level stackholders or decision-makers, supported by data and impact analysis to ensure alignment with business goals.

1. **What are the main techniques you use for requirement gathering?**

Requirement gathering involves various techniques, including:

* Interviews: One-on-one discussion with stakeholders to understand their needs.
* Workshops: Group sessions to collaboratively gather and refine requirements.
* Survey/Questionnaires: To reach a larger audience and gather input efficiently.
* Document Analysis: Reviewing existing documentation like policies, procedures, and reports.
1. **What is a GAP analysis?**

GAP analysis is a method to compare the current state of a process, system, or business with the desired future state. It identifies the gaps or difference and provides recommendations to bridge them.

For example, in a software project, a GAP analysis might reveal missing features, inefficiencies, or non-compliance with business requirements, enabling the team to develop a clear action plan.

1. **How do you validate requirements?**

Requirement validation ensures that the documented requirements align with business goals and are feasible for implementation. Techniques include stakeholder walkthroughs, prototyping, and review sessions. As BA collaborates with stakeholders to confirm accuracy and completeness and works with the technically viable and testable.

1. **What are the key skills a Business Analyst should possess?**
* Communication Skills: To clearly convey ideas, listen actively, and facilitate discussions.
* Analytical Thinking: To understand complex problems, interpret data, and suggest viable solutions.
* Problem Solving: To address challenges and find efficient ways to meet business needs.
* Technical Knowledge: Familiarity with tools, software, and domain-specific technologies.
1. **What is the difference between functional and non-functional requirements?**
* Functional requirements: define what the system should do, such as specific features, tasks, or functions (e.g. “The system should allow users to log in”).
* Non-functional requirements: Describe how the system performs these functions, focusing on qualities like performance, security, scalability, and usability (e.g. “The system should process 1,000 transactions per second”.). Both are essential to create a well-rounded system.
1. **How do you ensure stakeholders are aligned with project objectives?**

To ensure alignment, I conduct stakeholder meetings, document and circulate agreed-upon goals, and maintain regular communication through status reports or updates. I also use tools like a RACI matrix to clarify roles and responsibilities and ensure everyone is accountable for their part in achieving the objectives.

1. **What tools and software do you commonly use as a Business Analyst?**

I use tools like:

* Requirement Documentation: MS Word, Confluence, or Google Docs.
* Process Modelling: Lucid chart, Visio, or draw.io.
* Collaboration and Task Management: Jira, Trello, or Asana.
* Prototyping and wireframing: Balsamiq, Axure, or Figma.
1. **How do you handle a situation where the project is running behind schedule?**

First, I assess the root causes by analyzing the project timeline, resource allocation, and deliverables. Next, I work with the team to re-prioritize tasks, negotiate deadline extensions if possible, or suggest resource adjustments to bring the project back on track.

1. **What is the SWOT analysis, and how is it used in Business analysis?**

A SWOT analysis identifies the strengths, Weaknesses, and Opportunities. And Threats of business or project. It is used to evaluate internal and external factors that can impact success.

1. **How do you perform risk management in a project?**

Risk management involves identifying, analyzing, and mitigating potential risks. I start by creating a risk register to document risks, their likelihood, and their impact. Then, I collaborate with stakeholders to prioritize risks and develop mitigation strategies. Regular monitoring ensures new risks are identified and managed throughout the project lifecycle.

1. **What is a stockholder matrix, and why is it important?**

A stakeholder matrix categorizes stakeholders based on their level of interest and influence in the project. This helps prioritize communication and engagement strategies. For example, high-interest/high-influence stakeholders require frequent updates, while low-interest/low-influence stakeholders may only need occasional communication. It ensures all stakeholders are appropriately managed.