1. **BA Responsibilities** – A BA has to perform various responsibilities throughout the project which starts from analysing the stakeholders and gathering requirements through elicitation techniques. Then the requirement needs to be documented, analysed and modelling need to be done. The requirements are communicated to the stakeholders and have to track the requirements. BA has to handle change requests coming during the project and has to facilitate UAT. BA has to ensure that the project/product health is good and completed on time.
2. **Requirements** – Requirements are client problem or business need or Business Opportunity. There are various types of Requirements involved like Business Requirements which are high level business needs to accomplish project objective. Then there are Stakeholder Requirements i.e. requirements that are specific to respective stakeholder. Then there are Solution Requirements to solve business problems consists of functional and non-functional requirement. Then comes Transitional Requirements which are like User Manual.
3. **Business Process Modeling –** It is a collection of activities required to get desired output from specific Input. It represents how the work is done in an organisation to achieve the business goal. To write BPM for any company we need to include Goal of the company, Input required, Output required, Resources required, Activities performed and Value it provides.
4. **Types of Stakeholders –** Stakeholders are people involved in the project and have direct and indirect interest in the project. There are 3 types of Stakeholders-

Business Stakeholders – It represents the client team (Sponsor, SPOC, Owners, SME, End User etc.)

Project Stakeholders – It represents the internal Team (BA, PM, Developers, Testers etc.)

3rd Party Stakeholders – These are external stakeholders (Bank, Govt. etc.)

1. **Scope Creep –** Scope Creep is scenario when the project is not completed within time and budget. Such Situation happens because of following reasons –
* Improper Requirement gathering.
* Improper planning by PM or Management.
* Unrealistic expectation of the client.
* Lack of executive Support.
* Lack of end user involvement.
* Continuous change in requirements.
1. **Do’s and Don’ts of a BA** -
* Always meet the client with plain mind.
* Consider every client problem as unique.
* Question the existence of existence.
* Never say “NO” to any client requirements or change requests.
* Never interrupt the client while he/she is speaking.
* Never provide solution through past experiences.
* Never imagine anything in terms of GUI.
1. **Handling Change Requests –** Change request means altering the existing requirement. Whenever client comes up with Change Request, a BA need to follow below steps –
* Understanding the requirements given by the client.
* Documenting the requirements.
* Conducting Impact Analysis ( impact on existing requirement, team, budget and timelines)
* Calculating new estimations with PM.
* Present Impact Analysis report to the client.
* Acquiring approval from the client.
* Informing the Project stakeholders about the change request.
1. **Unified Modeling Language –** It is a process of Visualizing the requirements through diagrams for the understanding of Development team. There are two types of UML –
* Static UML – It depicts the instance of an action i.e. how the end user going to interact with the system but not in process flow. Use Case Diagram is widely by a BA for the same.
* Dynamic UML – It depicts the motion of action i.e. it represents the process followed by end user to achieve the objective. Activity Diagram is widely used for the same.
1. **RACI Matrix -** RACI matrix helps in defining the roles and responsibilities of each stakeholder for a particular task. This is important to question the right stakeholder.
* **Responsible** – A stakeholder who is directly related to the task.
* **Accountable** – He/she is the person who delegates the task to Responsible stakeholder and take care the task is completed as per expectation.
* **Consulted** – These people provide input and feedback on the project and the outcome of the project can have impact on their current or future work. These people need to be updated throughout the project.
* **Informed –** These people are part of project but not directly related to the task. They should remain informed about the task but not to be consulted and neither they are the decision makers.
1. **3 Tier Architecture:** This architecture divide the application in logical layers-
2. **Application Layer** – This is also known as front end layer or the top most layer of and application. Also termed as “Presentation Layer” which handles the User Interface (UI) components like screen and pages
3. **Business logic layer** – It represents the coding layer or processing layer.
4. **Database layer** – This layer is responsible for storing and retrieving data.
5. **Reverse Engineering Technique–** Reverse Engineering helps in understanding the existing product and what it does and analysing the existing product to extract requirements for new product. This technique is basically requires in migration process or when the client wants to improve the existing system. There are basically two types of Reverse Engineering technique –
6. **Black Box** – In this technique the product is studied without examining its internal structure.
7. **White Box** – In this technique the internal structure is studied like dismantling a product and understanding each and every part of it and how these parts are associated with each other.
8. **Minutes of Meeting -** Minutes of Meeting (MOM) is to create an official record of the actions taken at a Meeting. Minutes serve to both memorialize the actions taken for those attending the Meeting as well as for those who were unable to attend the Meeting. It summarizes the discussions, decisions and actions taken during the meeting. It helps in ensuring that everyone is on same page. It helps in tracking the progress of the project, decision making and assigning responsibilities
9. **Brainstorming Technique -** Brainstorming can be done either individually or in groups. It is called “Ideation Technique”. This type of technique is used when the business problem is clear but solution is not clear. It is used to generate as much ideas possible from the stakeholders and all the collected ideas are then reviewed and analysed. The people can generate ideas through their experience and the expectations from the product/application.
10. **Change Tracker** - The client may come up with change in the requirements during any stage of the product development life cycle. It is the responsibility of BA to manage these change requests in an effective manner. Change tracker helps in documenting the changes provided by the client and helps in tracking those change requests on a regular basis.
11. **Data Mapping -** Data Mapping is the process of connecting data from once source to another. It’s like creating a map or guide that shows how data in one place corresponds to data in other place. It bridges the differences between two systems or data models. So that when data is moved from one source, it is accurate and usable at destination.
12. **Document Naming Standards –** A Document Naming Standard is a systematic approach to assign unique identifiers to various document created and used through the development process.

Ex – Suppose we have a project with ID “ALPHA123” and we are working with Business Requirement Document (BRD). Then to name this document we follow the below steps –

Project ID – ALPHA123

Document Type – BRD

Version – 1.1

Date – 2024-12-30

Then in the above case the document identifier can be – ALPHA123-BRD-1.1-2024-12-30

1. **Application Programming Interface (API) –** Application Programming Interface is a set of rules and tools that allows different software application to communicate with each other. It acts as an intermediary layer that processes data transfers between systems. It defines the method and data formats that applications can use to request and exchange information.
2. **Sorting Requirements –** When all the requirements are gathered there are chances of redundancy/duplicacy in those requirements so basically all the scattered requirements are put together and the repetition of requirements is removed and are then categorised, is known as sorting of requirements. Sorting is usually done at the requirement elicitation and documentation phase of the project. The key tasks involved are
* Defining the stakeholder needs
* Identify business needs and divide them into functional and non- functional requirements.
* Create group of similar requirements.
* Create supporting artifacts
1. **Responsibilities of Product Owner –** Product owner is responsible for taking lead in the development process. Product owner will be responsible for –
* Providing vision and goal of the project.
* Prioritizing the product backlog
* Taking an overview of development stages
* Handling communication.
* Knowing what the client needs.
* Evaluating progress.
1. **DOR and DOD –**

**DOR –** It stands for Definition of Ready. It provides a list of criteria that must be met before moving it from Product backlog item to development. It ensures that the item is well understood and well defined. It allows evaluating your task before the team starts working on it.

**DOD –** It stands for Definition of Done. It outlines the criteria that must be met before considering a task to be called as completed/acceptable.