**Module 2: Assignment**

**Problem Statement:**

Ciel Consulting is developing a new online ordering app. The app will enable users to place orders on any of the products from Ciel Consulting using any Internet-enabled device, e.g., a laptop, a tablet, or a mobile phone. This app will work on all operating systems around the world and will require at least a 2G network. You are appointed as the Business Analyst for the project. Your first task is to identify all the various requirement categories that this app has to meet and how.

Ciel Consulting has asked you to develop a plan for the order collection software it is going to establish. Use the template provided to complete a brief plan

**1. Approach for the BA Work:**

**High-Level Approach:** Embrace an Agile Business Analysis methodology to guarantee collaborative feedback loops, iterative responses, and adaptability to evolving needs. Maintain constant contact with stakeholders to identify changing demands and make sure they are in line with the project's objectives.

**2. Techniques:**

- Use Cases

- Process modelling

- Document Analysis

- Requirement Workshops

- Interface Analysis

**3. Deliverables, Timeline, and Budget:**

**Deliverables:**

1. Requirements Document

2. Use Case Models

3. Process Flow Diagrams

4. Interface Specifications

5. Stakeholder Analysis Report

**Timeline:**

- Requirements Gathering: 4 weeks

- Analysis and Documentation: 6 weeks

- Stakeholder Reviews: 2 weeks

- Refinement and Finalization: 2 weeks

**Budget Estimate:**

$150,000

**4. Formality/The Level of Details:**

Adopt a formal strategy and provide thorough documentation to guarantee that the requirements are precise and unambiguous. For uniformity, use standardized templates.

**5. Requirement Prioritization Approach:**

Use the MoSCoW technique to prioritize requirements, and perform regular prioritization sessions with important stakeholders.

**6. Tools for the BA Work:**

To track and manage requirements effectively, use a requirement management platform like Jira or Trello.

**7. Project Complexity:**

Based on the number of impacted regions and the importance of the change, determine the project's complexity. Because of its worldwide reach and variety of operating systems, classify as moderately complex.

**8. Approach to Scope and Change Management:**

Create a Change Control Board (CCB) to assess and authorize modifications. Create an advanced process flow diagram to illustrate the change management procedure..

**9. Approach to Sign-off:**

At significant turning points, involve stakeholders in reviews on a regular basis and secure official sign-off. Record the requirements for each requirement's acceptance.

**10. Approach to Communication:**

Make use of a collaborative platform, virtual meetings, and email. To guarantee efficient communication, there should be biweekly stakeholder meetings and weekly progress reports.

**11. Stakeholders:**

1. Ciel Consulting Management

2. Development Team

3. Marketing Team

4. Customers/Users

**12. Governance Approach for Approvals:**

|  |  |  |
| --- | --- | --- |
| Project Objectives | Success Criteria | Person Approving | |
| Scope | Alignment with Project Goals | Project Manager |
| Time | Adherence to Timelines | Project Sponsor |
| Cost | Budget Compliance | Finance Manager |
| Other | Stakeholder Satisfaction | Steering Committee |

For the new online ordering app at Ciel Consulting, this plan offers a thorough overview of the methodology, approaches, deliverables, timeline, budget, formality, prioritization, tools, project complexity, scope and change management, sign-off, communication, stakeholders, and governance approach.