**IST 612 Business Analysis**

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# Business Analysis Approach

1. To get rapid delivery this case study will be implemented using adaptive approach and divided into three iterations and its associated activities are as below:

Iteration 1: Planning and Requirements

* Defining vision statement, deliverables, and project goals.
* Defining end-user requirements and expectations.
* Putting stakeholders’ requirements into the account including budget, sales, business values, governance, customer needs and defining the proposed solution.
* Assigning milestones for the teams; Campaign management, planning, defining user stories, user tracking.

Iteration 2: Designing and Implementation

* Designing the prototype.
* Analyzing the software requirements for the application.
* Implementing the coding part and developing all the required features for the application by the IT team.

Iteration 3: Testing and Reviewing

* Identifying the designated scope, objective, and approach for testing.
* Testing the software (which includes quality assurances, roles, features, and objectives).
* Developing prototype for step-by-step testing of the software.
* Setting up the instructions and user manual for the application.
* Reviewing on the succession of the project and aligning on anything that needs to be changed by the stakeholders.

1. **Level of Formality**: Schedule regular stakeholder meetings.

* Develop questions for business SMEs in each division.
* A working elicitation session was planned to find use cases.
* Keep the activity tracking board up to date to be on time.
* Conduct sessions.
* Compile notes and create draft use case diagrams
* Present draft for review
* Resolve conflicts.

1. **Timing**: Total of three iterations have been set up every month for this case.

# Document Analysis

* Requests for Proposals
* Internal Audit reports
* Project Related Information (vision, goal, etc.)
* Business Plans
* Market research/reports
* Trend Analysis report
* Software design
* Workflow
* Questionnaires report
* Budget report
* Emails/notes from the stakeholders’ meetings
* Individual business value report

# Stakeholder Metrix

Chart, treemap chart

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* **High influence and High interest**: CFO (sponsor) are the key element who will be working with stakeholders throughout the process as they are the sponsors and more likely have approval from them, so they have the highest engagement with the other stakeholders.
* **High influence and Low Interest**: Individual customers and Organizational customers who can block or support the project as they are aware of the basics and should be informed at a high level to support the overall progress of the project.
* **Low influence and high interest**: We don’t require approval from IS Steering Committee as they are solely dependent on outcome which could have low influence at the initial stage but should be informed at last.
* **Low influence and low interest**: IT Department are the secondary stakeholders as they are only involved in the technical participation which might not involved in the end stages.

# Governance Approach:

* This case study will be implemented using agile methodologies. As the gathered requirements will be implemented using appropriate documentation. Each requirement will be explained to the stakeholders. The user stories, backlogs and milestones will be written in the Kanban board and prioritized by the stakeholders.
* Change request will be identified and analyzed by the team members in this case. Researching how new change will be affected to the business and then the business plan will be implemented by the stakeholders.
* In this case, CFO, IS steering committee, Sales, and Marketing department will be accountable for proposed changes.
* Most of the stakeholders includes CFO, IS steering committee, IT department, Customer and team members are involved in the change discussions.
* Business Analyst, Team members and other stakeholders are responsible for analyzing the requests.
* The CFO, IS Steering committee have the authority to approve changes.
* The changes will be analyzed and discussed by communicating with all responsible stakeholders. After analyzing the market, the changes will be approved. After the approval the new business plan will be implemented and documented by the respective stakeholders. At last feedback of the new business changes will be taken.

**Graphical Model:**

**Diagram

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