*As a Business Analyst in this scenario, I would take the following actions to ensure the successful delivery of the commissions module.*

**Requirement Gathering and Analysis**

1. **Stakeholder Engagement**:

* I will schedule **discovery workshops** with stakeholders from the Operations and Customer Support teams to gather high-level requirements. Using techniques like **interviews**, **questionnaires**, or **user story mapping**, I will uncover specific business needs.
* I will ensure a deep understanding of the setup and maintenance requirements for **standalone and group commissions**, focusing on differentiating by **time period**, **currency**, and **geo zones**.

1. **Requirement Clarification**:
   * I will break down complex requirements into smaller, manageable parts, distinguishing between **standalone** and **group commissions**. I’ll confirm the need for critical features such as **validations** (e.g., preventing overlapping periods), **commission rate structures**, and support for **currencies and geo zones**.
   * I’ll identify any potential conflicts or missing details and schedule follow-up sessions for clarification. Additionally, I will use **prototyping** to demonstrate understanding and gather feedback.
2. **Documentation and Prioritization**:
   * I will document the requirements in a **Business Requirements Document (BRD)** or as **User Stories** in Jira/Confluence to ensure all features are well-aligned with stakeholder expectations.
   * Working closely with the Product Owner (PO), I will **prioritize requirements**, ensuring focus on delivering core features that provide the most value within the **3-week timeline**.

**User Stories and Acceptance Criteria**

1. **Break Down Requirements into User Stories**:
   * I will translate the functional requirements into **user stories**. For example:
     + *As a member of the Operations team, I want to create a standalone commission valid for a specific time period, currency, and geo zone, so that I can accurately calculate and allocate commissions.*
2. **Define Specific Acceptance Criteria**:
   * For each user story, I will define **clear and testable acceptance criteria** to ensure that the functionality meets business needs. Example:
     + The commission setup page must display the following fields: time period, currency, geo zone, and commission rate.
     + Validations must include preventing overlapping time periods and requiring a positive commission rate.
     + Upon saving, the commission structure must be stored in the database and displayed in a searchable list.

**Design UI Mockups**

1. **Collaborate with the Front-End Developer**:

* I will work closely with the **front-end developer** to create **wireframes** or **mockups** of the UI component. These designs will include all necessary fields such as time period, currency, geo zone, and commission rate selection.
* We’ll ensure that the UI is intuitive and aligns with the company’s design standards, allowing for easy configuration of commission structures.

1. **Gather Stakeholder Feedback**:

* I will present the mockups to stakeholders (Operations and Customer Support teams) and **gather their feedback**. Iterative design improvements will be made based on their input to ensure the UI meets user needs.

**Technical Feasibility Assessment**

1. **Collaboration with BE and FE Developers**:

* I will work closely with the **backend (BE)** and **frontend (FE)** developers to conduct a **technical feasibility assessment**. We will review the requirements to ensure they can be implemented within the time constraints. This includes verifying if the current infrastructure supports the new commission module and identifying any additional backend services or APIs that need to be developed.

1. **Identify and Document Technical Risks**:

* I will identify potential **technical risks**, such as limitations in handling multiple currencies or geo zones, performance issues, or the complexity of integrating the module with the existing system. I’ll work with the team to develop **mitigation strategies** and ensure they are well-documented.

**Data Model and API Design**

1. **Collaborate on Data Model Creation**:

* I will work with the **backend developer** to define the **data model** for the commissions module. This will include the necessary fields for standalone and group commissions, such as **time period, currency, geo zones, commission rate**, and any relevant business rules (e.g., validation constraints).

1. **API Endpoint Design**:

* I will collaborate with the BE developer to determine the **API endpoints** required for the UI component. Endpoints might include operations such as **create, update, delete, and retrieve** commission structures. We'll also ensure the API supports filtering by time period, currency, and geo zone for efficient data retrieval.

**Documentation**

1. **Oversee and Manage Project Documentation**:
   * I will take responsibility for overseeing the entire project’s documentation. This includes gathering and organizing all **requirements** into a clear and structured **Business Requirements Document (BRD)** or **Confluence page**.
   * I will also document **user stories** with detailed **acceptance criteria** and collaborate with developers on **technical documentation** such as API specifications and data models. This ensures that both business and technical aspects are clearly communicated and understood by all stakeholders.

**Testing Strategy**

**Collaborate with QA**:

* I will work closely with the **QA team** to define a comprehensive **testing strategy**. This will include:
  + **Unit testing**: To validate individual components, such as form field validations and API endpoints.
  + **Integration testing**: To ensure smooth communication between the frontend and backend, particularly for the commission setup and retrieval functions.
  + **User Acceptance Testing (UAT)**: To involve stakeholders (Operations and Customer Support teams) in testing the system’s functionality to ensure it meets their needs.

**Stakeholder Communication**

1. **Regular Updates**:

* I will ensure that stakeholders (Operations and Customer Support teams) receive **regular updates** on the project’s progress, using methods like **weekly status meetings, email updates**, or **project dashboards**. This will help keep them informed and aligned with the development timeline.

1. **Gather Continuous Feedback**:

* I will actively seek **continuous feedback** from stakeholders at key stages of development, particularly after mockups, testing phases, and during User Acceptance Testing (UAT). This will ensure that the final product meets their expectations.

**Risk Management**

1. **Assess and Identify Risks**:

* I will conduct a thorough **risk assessment** by consulting with the team (including developers and QA) to identify potential risks, such as **timeline delays, technical challenges**, or **regulatory compliance issues** related to different geo zones and currencies.

1. **Mitigation and Contingency Planning**:

* For each identified risk, I will develop **mitigation strategies** and create a **contingency plan**. For example, if there’s a risk of technical integration issues, we can prioritize early testing of the API to avoid last-minute surprises.

**User Training and Support**

1. **Create User Documentation**:

* I will develop **comprehensive user documentation** that outlines how to use the new commissions module, covering both **standalone** and **group commissions**. This will include step-by-step instructions and screenshots to ensure clarity.

1. **Onboarding and Training Resources**:

* I will design **onboarding resources**, such as **video tutorials, quick-start guides**, and **FAQ sections**, to help the Operations and Customer Support teams become familiar with the system. Additionally, I will conduct **live training sessions** if necessary.

**User Story: Set Up Standalone Commission**

*As a member of the Operations team,  
I wish to create a standalone commission valid for a certain timing, currency and geo zone, so I can accurately calculate and allocate commissions for various financial transactions and services.*

**Acceptance Criteria**

1. ***The user can access the commission setup page from the main dashboard of our fintech platform.***
2. ***The page displays a form with fields for:***

* Commission type (dropdown: standalone/group)
* Time period (start date and end date pickers)
* Currency (dropdown with supported currencies)
* Geo zone (dropdown with available zones)
* Commission rate (percentage input or fixed amount, with toggle)
* Transaction types (multi-select dropdown: e.g., money transfers, currency exchanges, loan originations)
* Threshold amounts (optional: minimum and maximum transaction amounts for commission applicability)

1. ***All required fields have appropriate validation:***

* Dates: End date must be after start date
* Commission rate: Must be a positive number (percentage or fixed amount based on selection)
* Threshold amounts: Maximum must be greater than minimum if both are provided

1. ***The user can save the commission structure, which stores it in the database.***
2. ***Upon successful save, the user receives a confirmation message.***
3. ***The saved commission structure appears in a searchable list on the commissions dashboard.***
4. ***The system allows for different commission structures based on partner institutions or service types.***

**Notes:**

* *Coordinate with BE developer to ensure API endpoint for saving commission structures supports various fintech-specific parameters.*
* *Work with FE developer to implement dynamic form fields that change based on selected transaction types.*
* *Consult with QA to develop test cases covering all acceptance criteria, including edge cases for different financial services.*
* *Ensure compliance with financial regulations regarding commission structures in different geo zones.*