**Firstly, I will start by selecting key questions for gathering requirements:**

* What is the main purpose of the commission module?
* Who will be the primary user of this system?
* What key features do you expect for commission setup?
* Should standalone and group commissions have separate workflows?
* Are there any regulatory or compliance constraints?
* What is the delivery timeline, and are there critical deadlines?
* What are the expected performance standards (e.g., response times)?
* How should the commission data be validated?
* What type of reports or analytics are needed?

**Next, I will schedule a meeting with stakeholders.** After the meeting, I will begin analyzing and clarifying the requirements, followed by creating a detailed Business Requirements Document (BRD). I will then validate the requirements with stakeholders.

**Following validation, I will collaborate with developers on technical feasibility, asking:**

* What challenges exist for backend (BE) and frontend (FE)?
* Which database architecture should we use, or is it predefined (e.g., MongoDB, PostgreSQL)?
* What are the best practices?
* Which fields are critical in the payload and response?
* What edge cases could lead to errors (e.g., transactions from different geo and time zones)?

**I will break the module into detailed features (commission types, geo zones, currency handling, etc.).** For each feature, I will write user stories and acceptance criteria.

Example user story:

*As an operations team member, I should be able to select commission rate and geo zone from the UI.*

Acceptance criteria:

* The user can select a commission rate from a predefined dropdown or enter it manually.
* The system validates that the percentage is positive.
* The user can select a geo zone from a predefined dropdown.
* Upon submission, the system shows whether the action was successful or not.

Example payload:

{

"commission\_type": "standalone",

"time\_period": {

"start\_date": "20240101",

"end\_date": "20241231"

},

"currency": "USD",

"geo\_zone": "North America",

"commission\_rate": {

"type": "percentage",

"value": 5

},

"transaction\_types": ["money\_transfer", "currency\_exchange"],

"threshold": {

"min\_amount": 1000,

"max\_amount": 5000

}

}

Example response:

{

"status": "success",

"message": "Commission structure created successfully",

"commission\_id": 12345,

"data": {

"commission\_type": "standalone",

"time\_period": {

"start\_date": "20240101",

"end\_date": "20241231"

},

"currency": "USD",

"geo\_zone": "North America",

"commission\_rate": {

"type": "percentage",

"value": 5

},

"transaction\_types": ["money\_transfer", "currency\_exchange"],

"threshold": {

"min\_amount": 1000,

"max\_amount": 5000

}

}

}

After creating user stories and acceptance criteria, I will collaborate with the **Product Owner (PO)** to prioritize the user stories based on their business value. We will determine which stories are essential and in what order they should be implemented.

Next, I will collaborate with the development team to estimate how long each feature will take to complete. We will assign **story points** or provide an estimate in **days or hours** for each feature to help with sprint planning and resource allocation.

**Example Application and Code Repository**

As a demonstration of the concepts and processes described in this assignment, I have developed example **Commission Management App**.

* **Live Demo**: [Commission App](https://commision.fly.dev/)
* **GitHub Repository**: [Source Code on GitHub](https://github.com/Ismat-Samadov/GuavaPay_BusinessAnalyst)

This app showcases the ability to set commission rates, handle geo zones, and manage various currencies, along with a responsive frontend and backend integration using Flask.