**BUSINESS ANALYST WORK PLAN DOCUMENT**

**PROJECT: Stanford Institute 005**

**Expected delivery Date: 7thMay - 19th August, 2022**

**1.0 Project Mandate**

This project aims at creating a website for a training company based in the UK, they offer trainings on various subjects and advanced programs geared at meeting both individual and organizational needs.

This project aims at creating a website for a training company based in the UK, they offer trainings on various subjects and advanced programs geared at meeting both individual and organizational needs.

The website is geared toward attracting candidates and business owners with a need for the aforementioned service offerings, embedded in this product isn't just the website, it also accommodates an Admin portal and a Students portal.

**1.1 The Project Overview**

The client’s company is a new entrant into the market. Thus they are relatively unknown and are trying to set themselves up to meet – and possibly exceed industry standards, to achieve that, they need a website that meets two major needs- it must be user friendly and yet technically advanced enough to meet the needs of their prospective clients and to also help them manage their internal activities.

**Project Budget:** The cost of delivering this project has been projected at £75,000

Project Requirements: being that this is a huge project expected to meet specific needs as requested by the client, a number of features have been identified as being key for it to offer the expected value

These features- six in number are identified and listed below:  
  
has been broken down into many features. Below are the features that this Team would be working on:

1.2 App Features

* Resources,
* links to social media platforms,
* Events calendar,
* Accounts and
* Notifications

2.0 **Project work plan and deliverables for the BAs**

In order to deliver the project to schedule and achieve every objective of the project. The following are details of agreed deliverables and work plan expected of the BAs

2.1 BUSINESS ANALYST WORK PLAN

**PROJECT: Stanford Institute 005 (End Date: August 19th)**

**Overall Status:**  legend (the colours below represent the progress of each activity

**ON TRACK**

|  |
| --- |
| **On track** |
| **In progress/started** |
| **Overdue** |
| **Done** |
| **Not yet due** |

## DELIVERABLES FOR BA

|  |  |
| --- | --- |
| **Week 1** | **Date & Status** |
| **Project Kickoff** | 7 May, 2022 |
| **Task 1:** Requirement workshop with the team | 18 May, 2022 |
| **Task 2:** Stakeholders to verify, validate and approve requirements | 18-25 May 2022 |
| **Task 3:** Identify the High and Low level Requirements (14 days) | 12-25 May 2022 |
| **Completion** | 25th May, 2022 |

Week 1: There was a meeting (Management Meeting) on Saturday 7th May, 2022 where all stakeholders’ Roles were defined with the approval to draft the BA work plan.

|  |  |
| --- | --- |
| **Week 2** | **Date & Status** |
| Task 1: Start writing users stories (6 Days) | 26 May – 1 Jun, 2022 |
| Task 2: Compile the Acceptance Criteria (6 Days) | 26 May – 1 Jun, 2022 |
| TASK 3: |  |
| **Completion** | 1st June, 2022 |

|  |  |
| --- | --- |
| **Week 3** | **Date & Status** |
| **Task 1:** Draft user stories and acceptance criteria document (5 Days) | 1 Jun – 5 Jun, 2022 |
| **Task 2:** Train Team members on the use of **Trello** make sure to **move your cards** and show progress on deliverables(5 Days) | 1 Jun – 5 Jun, 2022 |
| **TASK 3:** Prepare the process Map | 5 Jun – 7 Jun, 2022 |
| **Completion** | 7th June, 2022 |

<Tasks completed within time frame, Approved to progress to the next Task>

|  |  |
| --- | --- |
| **Week 4** | **Date & Status** |
| **Task 1:** Create Scope Document (3 Days) | 8 Jul – 11 Jul, 2022 |
| **Task 2:** Create a SWOT Analysis (3 Days) | 8 Jul – 11 Jul, 2022 |
| **TASK 3:** Createa Gap Analysis (3 Days) | 9 Jul – 12 Jul, 2022 |
| **TASK 4:** Add Low Level Requirement to Trello (3 Days) | 10 Jul – 13 Jul, 2022 |
| **TASK 5:** Submit an updated BA Work Plan (1 day) | 13 Jul – 14 Jul, 2022 |
| **Completion** | 14th July, 2022 |

<List key milestones, management reviews, demos, etc. Colour of cell indicates status.>

|  |  |
| --- | --- |
| **Week 5** | **Date & Status** |
| **Task 1:** Gather the information or steps to draw the process map | 15 Jul – 17 Jul, 2022 |
| **Task 2:** Create Process Maps | 15 Jul – 18 Jul, 2022 |
| **Task 3:** Review and Approve Process Map | 15 Jul – 18 Jul, 2022 |
| **TASK 4:** Submit an updated BA work plan | 18 Jul – 19 Jul, 2022 |
| **Completion** | 19th July 2022 |

<List key milestones, management reviews, demos, etc. Colour of cell indicates status.>

|  |  |
| --- | --- |
| **Week 6** | **Date & Status** |
| **Task 1:** Create Low Fidelity Wireframe – on the pages | 21 Jul – 23 Jul, 2022 |
| **Task 2:** Submit an updated BA work plan | 23 Jul – 24 Jul, 2022 |
| **TASK 3:** Guide the Team on the AGILE Scrum | 2**3 Jul –** 29 Jul, 2022 |
| **Completion** | 29th July 2022 |

|  |  |
| --- | --- |
| **Week 7** | **Date & Status** |
| **Task 1:** Add all work items to Azure and communicate with Developers for clarity | 30 Jul – 1 Aug, 2022 |
| **Task 2:** Work with Software Tester on creating a test plan based on the Acceptance Criteria | 30 Jul – 1 Aug, 2022 |
| **Task 3:** Work with Software Tester on creating a user acceptance Test Document (UAT) | 30 Jul – 2 Aug, 2022 |
| **TASK 4:** |  |
| **Completion** | 2 August, 2022 |

|  |  |
| --- | --- |
| **Week 8** | **Date & Status** |
| **Task 1**: Work with developers to validate all documents | 2 Aug – 7 Aug, 2022 |
| **Task 2:** Learn how to conduct a User Acceptance Testing (UAT) | 2 Aug – 7 Aug, 2022 |
| **TASK 3:** Join the Sprint planning for Prioritization of requirements | 2 Aug – 7 Aug, 2022 |
| **Task 4:** Support Development Team | 2 Aug – 7 Aug, 2022 |
| **Task 5:** Update Trello on the progress for development work items (Low-level Requirements) | 2 Aug – 7 Aug, 2022 |
| **Completion** | 7th August, 2022 |

|  |  |
| --- | --- |
| **Week 9** | **Date & Status** |
| **Task 1:** Conduct a UAT with the Product Owner | 8 Aug – 10 Aug, 2022 |
| **Task 2:** Join Daily Stand-up meeting | 8 Aug – 13 Aug, 2022 |
| **TASK 3:** Send in assessment for week 9 | 13 Aug, 2022 |
| **Task4:** |  |
| **Completion** | 13th August 2022 |

|  |  |
| --- | --- |
| **Week 10** | **Date & Status** |
| **Task 1:** Join Daily Stand-up meeting | 14 Aug – 15 Aug, 2022 |
| **Task 2:** Join Sprint planning for update, retrospection and lesson learned | 14 Aug – 15 Aug, 2022 |
| **TASK 3:** Ensure the Trello Board is updated (PM only) | 14 Aug – 15 Aug, 2022 |
| **Task 4:** Support development team | 14 Aug – 15 Aug, 2022 |

|  |  |
| --- | --- |
| **Week 11** | **Date & Status** |
| **Task 1:** Join Sprint planning | 15 Aug – 18 Aug, 2022 |
| **Task 2:** Conduct or Join Daily Stand-up meeting (to discuss UAT with PO) | 15 Aug – 18 Aug, 2022 |
| **TASK 3:** Prepare for **closure**. Draft a product quality report | 17 Aug – 18 Aug, 2022 |
| **Task 4:** Attend end of project meeting. | 19 Aug, 2022 |
| Completion | 19 August 2022 |

|  |  |
| --- | --- |
| **Program Manager (PMO)** | Chisom Udeze  PMO duties to be agreed on and shared by all group members. |
| **Submitted By** | Roselyn Onuche BA in Stanford Institute 005 |
| **Team Members** | Faith Olatayo, Ifeoma Andrew, Titilayo O Tayo. Opeyemi M. Taiwo. Adebayo Julius. Roselyn Onuche |
| **Approved By** |  |