

# Business Analyst Guide – UPSCPrep360 Project

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Welcome to the UPSCPrep360 project as a Business Analyst! This document will serve as your complete guide throughout the training. It includes what you will work on, what you must learn, how to approach tasks, and where to find the best resources.

The Business Analyst (BA) plays a critical role in guiding the UPSCPrep360 MVP from initial conception through development, launch, and beyond. Throughout each phase of this 16-week project, the BA ensures that the product vision (a tech-driven UPSC study platform) is translated into clear requirements and successful outcomes. Below is a phase-by-phase breakdown of BA responsibilities, including the tasks performed, tools/methodologies used, and the soft/technical skills required, with examples tied to specific MVP features and components.

## **Current Phase -**

### **Project is in Initiation Phase (Kickoff & Planning)**

So, In the project initiation phase, the BA works with the Product Owner (PO) - {Harsh Joshi} and Chief Architect {Anurag Mishra} and the stakeholders to define the **vision and scope** of the UPSCPrep360. BA will start by understanding the core problem (UPSC aspirants struggle to manage vast information and revision) and the proposed solution (an AI-augmented note-taking revision platform and a whole UPSC preparation tool)

The BA helps articulate **project objectives** and success criteria, ensuring everyone agrees on what the MVP will deliver (e.g. the 16 core features identified) This includes high-level planning of timeline and resources – for example, confirming a 16-week development plan with milestones from kickoff to metric analysis. The BA's early involvement sets a clear direction so that technical teams and business stakeholders start on the same page.

## **WHAT YOU WILL DO -**

### **1. Understanding Your Role as a BA**

As a Business Analyst (BA), your job is to bridge the gap between the users (UPSC aspirants/our client at the moment ), the development team, and the business stakeholders. You will be involved in planning, documenting features, writing user stories, assisting in design discussions, and supporting testing (UAT).

### **2. What You Will Do – Phase Wise**

Here's what your contribution will look like at each phase of the UPSCPrep360 MVP project:

<b>Phase</b>	<b>Your Responsibilities</b>
Project Planning	Read project architecture, summarize 16 features, prepare a glossary.

Requirement Gathering	Attend meetings, document key points, assist in writing BRDs.
Documentation	Write specs for Sticky Notes, Word Counter, etc. using templates.
UI/UX Collaboration	Annotate Figma screens, map note/mindmap flows using diagrams.
Story Writing	Create user stories and acceptance criteria under mentor guidance.
Sprint Support	Track progress in JIRA, clarify open points, keep docs updated.
UAT Testing	Prepare test cases, participate in testing, note bugs/feedback.
Post-launch Review	Analyze feedback, document ideas for improvements.

### 3. Skills You Must Learn

You don't need to know everything on day one. Use this list as your learning map:

Skill Area	What You Should Understand
BA Fundamentals	What is a BA, SDLC, BRD, FRD, Functional Specs
Agile & Scrum	Sprint cycles, roles, Agile values, ceremonies
User Story Writing	Format: As a [user], I want [action] so that [benefit]
Acceptance Criteria	Gherkin syntax: Given – When – Then
Diagramming	User Journey Map, BPMN (flow charts), wireframes
Tools	JIRA, Confluence, Figma, Lucidchart/Draw.io, Google Docs/Sheets

### 4. How to Start Working

Read the full UPSCPrep360 MVP architecture document shared with you.

List all 16 features and summarize their purpose in 1-2 lines each.

- Create a glossary of 30+ platform/domain terms (e.g., mindmap, tagging, quick note).
- Write 5 sample user stories from your personal experience (like ordering food, using Instagram).
- Join daily or weekly project meetings and take structured notes.
- Start writing feature documentation with mentor guidance.
- Practice drawing user flows and feature diagrams using Lucidchart or [draw.io](https://draw.io).
- Work on UAT checklists and test cases with QA or dev team.

## 5. Best Free Resources to Learn From

Topic	Source	Link
BA Role & Fundamentals	YouTube – Bridging the Gap	<a href="#">click here</a>
Agile & Scrum Basics	Scrum Guide, Atlassian Agile Coach	<a href="#">Click here</a>
JIRA Tutorials	Atlassian Academy	<a href="#">Click here</a>
Figma UI Design	Figma YouTube	<a href="#">click here</a>
BPMN Diagrams	Lucidchart Blog	<a href="#">click here</a>
Writing User Stories	Mountain Goat Software	<a href="#">click here</a>
UAT Testing	Ministry of Testing	<a href="#">Click here</a>

## 6. Initial Assignments for You

1. Summarize 5 features of UPSCPrep360 with purpose and expected UI.
2. Create a glossary of 30 important terms used in the platform and UPSC world.
3. Write 5 personal user stories in the given format.
4. Prepare a visual flow of 'Create Note > Generate Mind Map > Quiz'.
5. Annotate at least 2 screens in Figma with your suggestions.
6. Write test cases for Sticky Notes and Quick Notes features.
7. Document user feedback from at least 1 review session.