Collaborative Project

Business Analysis Plan: Practicum Tracker

Business Analysis Fundamentals I: Requirements Gathering, Planning, & Managing

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1. Background information

NBCC's Business Analysis program currently tracks practicum interest and eligibility through emails and manually updated spreadsheets. Eligibility can only be confirmed after grades are posted in SIMS, often within a very short timeframe at the end of the term. This results in administrative pressure, inconsistent communication, and limited visibility for students in the Fredericton and Moncton campuses.

The Practicum Tracker will provide a simple, web-based tool where Business Analysis students can log in, indicate their interest in a practicum, and view their eligibility status. Faculty, including the coordinating instructor, academic chair, supporting faculty, and administrative assistants, will have centralized access to all practicum interest and eligibility information.

2. Stakeholders

Name	Title	Role	Responsibilities
Keisha Peters Mallory Flowers	IT: Business Analysis Facilitator IT: Business Analysis Facilitator	Client / Project Owner	Define requirements and success criteria. Ensure the tracker supports practicum objectives. Champion the project.
Dan Shannon	Academic Chair	Project Sponsor	Authorize project. Approve major decisions. Ensure alignment with program priorities.
Bruce McClary	IT: Software Development Facilitator	Development Lead	Lead and coordinate development team work.
Handel Williams Cindy Liang Mostafa Farid Mishel Lopez Godfrey Osunde	N/A	PM/BA and Testers	Oversee delivery, manage scope, schedule, risks, and communications. Requirement gathering, document processing, support testing. Ensure the functionality of the developed system.
N/A	Office of the Registrar	Data User	Provide requirements of the data received and reports that may be generated.

Name	Title	Role	Responsibilities
N/A	Students	Users	Submit practicum interest and view eligibility.
			Provide feedback on user experience
IT: Software Development students	N/A	Development Team	Develop system according to requirements provided.

3. Business Analysis Activities

Sequence	Tasks	Duration
1	Participate in project initiation activities (kick-off, expectations alignment)	1 week
2	Conduct fall stakeholder meetings and gather clarification inputs	6 weeks
3	Develop and submit the Project Charter and BA Plan	4 weeks
4	Conduct requirements elicitation and clarification for the Requirements Package	5 weeks
5	Prepare and deliver the Requirements Package	1 week
6	Prepare and deliver the project pitch presentation	1 week
7	Participate in winter stakeholder clarification meetings	Ongoing (Jan–Apr)
8	Support development by providing requirement clarifications and attending sprint reviews	Ongoing (Jan–Mar)
9	BAs conduct functional testing of system	2 weeks
9	Prepare lightweight UAT scenarios and support UAT setup	2 weeks
10	Support short UAT cycle with stakeholders	1 week
12	Complete final BA documentation, lessons learned, and closure activities	2 weeks

4. Project tasks

1. **Project Initiation**
   1.1. Conduct project kick-off meeting
   1.2. Review project scope, roles, and expectations
   1.3. Establish communication approach and stakeholder alignment
2. **Planning & Documentation**
   2.1. Develop and refine the Project Charter
   2.2. Develop and refine the Business Analysis Plan

    2.3. Establish initial assumptions, constraints, and success criteria

3. Requirements Development (Fall Term)
- 3.1. Conduct stakeholder meetings to gather requirements
- 3.2. Document functional and non-functional requirements
- 3.3. Validate requirements with stakeholders
- 3.4. Prepare and submit the Requirements Package

4. Project Pitch Preparation
- 4.1. Develop project pitch materials
- 4.2. Present system concept and requirements to stakeholders

5. Development Support (Winter Term)
- 5.1. Develop product (Software Development Team)
- 5.2. Conduct unit and integration testing (SDT)
- 5.3. Provide requirement clarification to the development team
- 5.4. Participate in sprint reviews and provide feedback

6. Quality Assurance & Testing
- 6.1. Conduct functional testing of the system
- 6.1. Develop lightweight UAT scenarios and acceptance criteria
- 6.2. Support test preparation with stakeholders
- 6.3. Conduct short UAT cycle and gather feedback

7. Stakeholder Engagement
- 7.1. Attend fall and winter stakeholder meetings
- 7.2. Coordinate requirement discussions across academic staff and developers
- 7.3. Communicate updates, risks, and issues throughout the project

8. Documentation & Reporting
- 8.1. Maintain requirements traceability
- 8.2. Create final BA documentation and summaries
- 8.3. Compile lessons learned and closing report

9. Project Closure
- 9.1. Complete final deliverables submission
- 9.2. Participate in final project review and academic sign-off
- 9.3. Conclude Applied Research Project activities

5. Business analysis approach

The Practicum Tracker team will follow a hybrid approach. Requirements planning and high-level documentation will be completed using a Waterfall approach, ensuring that scope, constraints, and acceptance criteria are clearly defined and approved at the start of the project.

The development and refinement of the solution will follow an Agile approach, using fixed two-week iteration cycles. During each iteration, the technical team will configure and test incremental components of the system. At the end of every cycle, feedback will be collected from key stakeholders, and requirements or configurations will be updated as needed.

6. Solution approach

A custom web-based application will be developed by the student project team. Students will access it through Brightspace, and staff through NBCC at Work. The system will authenticate using NBCC credentials, retrieve eligibility data from SIMS in read-only mode, and present centralized practicum information for faculty and clear status information for students.

7. Approval

Name	Role	Signature / Date
Keisha Peters	Coordinating Instructor Business Analysis Program	*Approved by email on Tuesday, November 25, 2025, at 5:30 pm.*