**Business Analyst Training** 

Module 2: Assignment

**Problem Statement:**

Ciel Consulting is developing a new online ordering app. The app will enable users to place orders on any of the products from Ciel Consulting using any Internet-enabled device, e.g., a laptop, a tablet, or a mobile phone. This app will work on all operating systems around the world and will require at least a 2G network. You are appointed as the Business Analyst for the project. Your first task is to identify all the various requirement categories that this app has to meet and how.

Ciel Consulting has asked you to develop a plan for the order collection software it is going to establish. Use the template provided to complete a brief plan.

1. **Approach for the BA work:** Describe at a high-level what approach will be followed to perform Business Analysis

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| As a BA I will look upto follow Waterfall Model as high level requirement is already given and will proceed with requirement gathering and documentation for further solution analysis.These steps include :   * Engaging with Stakeholder to understand business need and strategy analysis * Requirement Analysis and Design Defination * Solution Evaluation |

1. **Techniques:** Create a list of techniques, such as process modeling, use cases, document analysis, requirement workshops, and interface analysis

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| 1. Document Analysis : Review exsiting system documentation. 2. Requirement Workshop - Conduct workshop with stakeholders to understand high level requirement. 3. Use Case – Developing use case which shows the interaction between the user and system. 4. Process Modeling – Create a BPMN diagram to visualize the workflow. 5. User Stories – Capturing requirement in user story format. 6. Survey /Questionnaries – Ask and collect input from potential users. |

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1. **Deliverables, timeline, and budget:** Here, list out the deliverables and the timeline, the key components in the whole process, and estimate the budget

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| **Deliverables** | **Due Date** |
| Requirement Gathering & Documentation | 1sr Week |
| Requirement Analysis and Design Defination | 2nd Week |
| Use Case & Process Model | 2nd and 3rd Week |
| Solution Evalution & Approvals | 4th week |

**Estimate Budget – 4,00,000 -5,00,000**

1. **Formality/the level of details:** Depending on the organizational context, adopt a formal approach and note down the details

As it is a high impact project which is spread across multiple platform , a formal level in detailing and elicitation is required

* Requirement should be properly documented
* Requirement should be relatable, traceable and reuseable
* Validate and verification by stakeholder
* Use of industry standard notation

1. **Requirement prioritization approach:** Prioritize the requirements and identify the key stakeholders involved in the requirements prioritization process

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| **Requirement Descritption** | **Priority** |
| * Functionality Requirement : App’s functionality which includes Login,User Registration,OrderPlacing,Payment Gateaway . | High |
| * Non-Functionality :PageLayout,Filters   ,Orderhistory,UserProfile&details, Bandwidth support. | Medium |
| * Customer Support & chatbot | Low |
| * Marketing | Low |



1. **Tools for the BA work:** If any requirement management tool or repository is used, detail them

* Jira – Requirement and Task tracking
* MS Word & Excel – Analysis,Tracebility and Documentation
* Draw io/UML – For Modelling use case
* Teams – For communication

1. **Project complexity:** Mention the assessment of how complex the project is based on the number of impacted areas and the criticality of the change from the organizational perspective.

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| This Project is of Moderate to High Complexity because of :-   * Able Work with low bandiwth (2G) * High uer interferance * Multiple cross platform functionality * Global level users and deployment |

1. **Approach to scope and change management:** Handle the changes to scope and requirements, check if a high-level process or flow chart needs to be built, and define it here

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| For change to scope amd requirement will follow the assess requirement change strategy based on tjhat will perform :   * Impact Analysis – how much the change impact the current progress * Impact Resolution – based on the analysis will provide a flow chart showing the areas of impact for better understanding. * Approve the change - the new resolution should get signed off from stakeholers |

1. **Approach to sign-off:** Define the approach that you are going to take to get concurrence and sign-off for requirements

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| * Understanding stakeholders role * Formal Sign Off is required on the Requirment & Design * Stakeholder walkthrough session should be organised before sign off * Conflict and issue management * Track and communicate for approvals |

1. **Approach to communication:** Explainhow the communication will occur, what the medium will be, and what will be the frequency used

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| **Communication Purpose Medium Frequency**  Status & Approvals Mails Daily  Discussion,decisions & status MS – Teams/Zoom Daily  Stakeholder session & engagment Real Time/Virtual meet Weekly  Requirements & Documentation Common cloud folder As needed |

1. **Stakeholders:** Identify the set of stakeholders involved in the new online ordering app for Ciel Consulting

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| **Stakeholder Responsibility**  Project Manager Requirement Approvals,Timeline,Meetings  Project Sponser Funding,Strategy analysis  Industry Expert Technical Solution & Approach  Operational Support Day to Day project progress and other project processes  QA Tester Testing the solution based on requirement & UAT  End User Feedback and UAT |

1. Ciel Consulting has asked you to develop a governance approach for approvals for the online ordering app. Use the template provided below:

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|  | **Project Objectives** | **Success Criteria** | **Person Approving** |
| **Scope** | Business Requirement and solution & design allign with stakeholder | Getting approavals | Product Manager & SMEs |
| **Time** | Requirement,soluition & design delivering within timeline | Delivered within timeline which is being approved by sponsors | Project Sponsors |
| **Cost** | Project Cost to be restain within the given budget | Project Delivered within the estimated budget | Project Fianance Coordinator & Sponsors |
| **Other** | Should meet end user criteria and delievring succesfull functionality | Good review by end user | QA Lead & End User |