

**Before I jump into this, I would like to thank you for giving me this opportunity and taking the time to speak with me today.**

I have been working as a Business Analyst for over five years. Throughout my career I have accumulated both knowledge and experience working with different environments such as Agile and Waterfall.

I have a strong experience with all the SDLC formalities and processes. As a Business analyst my core responsibilities throughout have been working with both the business side and various stakeholders as well as working side by side with the technical and cross functional teams. I have worked extensively on requirement gathering, requirement analysis, documentation, presentations while working with the QA and technical side to translate my requirements and documents to help create test scenarios and test data based on my requirements.

In my most recent project in.....My day-to-day activities were to interact with the business owners, steering committee members and stakeholders to gather the requirements. After gathering those requirements I was able to create the high-level requirement document. I also had to conduct the walkthrough meetings to make sure that the requirements were appropriate. Once this process was completed I had to break those high level requirements into detailed version of business requirement and functional requirement document. I also had to coordinate effort with the technical team in order to translate my BRD and FRD into technical specifications document. I also coordinated effort with development team to build a design specification. Once we had all the requirements I had to conduct review session with the cross function team, which included business team and the project team to gain their approvals. Once we got a green light for all the requirements, everything moves towards the testing phase. In testing phase I coordinate effort with QA lead to build the test plan, when the test plan gets created and approved then the testing team is responsible to create test scenarios, test cases and test data.

During the test execution as a BA if there were any need I had to perform hands on test execution. And once the system testing gets completed I was responsible to lead the entire effort for the User Acceptance Testing. Within the UAT I had to setup a JAD session with the cross function team, which included the business team development team, and the testing team. The core agenda of having the JAD session is to identify and document UAT test scenarios either from requirements or from GAP analysis or from use cases or from system test cases or traceability matrix. Once the UAT scenarios are identified I had to coordinate my effort with the development team to setup UAT test data and also coordinate to setup the UAT environment and once the environment is up and running we perform the UAT execution. There are couple of process to execute the UAT, lets say if the business is available I connect my application to the projector and we go screen by screen, step by step, functionality by functionality and present the application to the business to get their





approvals. If the business is not available I take the screen shot of each step and document all the results and send it to the business for the approval.

My second assignment was change request and production support. In this assignment we were following an agile methodology approach where I was responsible for interaction with product owner and scrum master in prioritizing the product backlog and sprint backlog.

I have created user stories and epic and have done the acceptance criteria for it. I participated in the daily standup meeting which used to be of 15 minutes to discuss what we did yesterday what I am going to do today and what my plan is for tomorrow. And later I was also involved in sprint planning and sprint retrospective meeting.

### **Do you have SQL knowledge?**

From a database perspective, I have been working on SQL. I have a good understanding of it, where I have used SQL to validate and retrieve data from the database during the back end testing. I have hands on experience in writing SQL queries using select from where, add, update, delete and different joins such as inner outer left right and also performed some of the aggregated functions such as group by, union, and account by. I have executed on platforms such as my SQL, SQL servers and MS Access. I have used SharePoint as a part of document repository to have sign off and approval. I have created and maintained requirement traceability matrix using ALM. I have also done gap analysis for AS IS vs. TO BE and processes and created documentation for it. I am proficient in MS Visio in creating use case diagram, activity diagram and sequence diagrams.

### **Have you worked in Agile? What was your role?**

Yes, since we were following Agile within EDW project, My job was to interact with the product owners, scrum masters, scrum team on a daily basis. I worked very closely with product owner to support the product backlog. I also coordinated efforts with scrum master to support scrum meeting and I was also involved in creating and maintaining user stories. I was also heavily involved in sprint planning as well as sprint retrospective meeting.

### **Have you worked in Waterfall?**

Yes, We were following waterfall methodologies for example once my business requirement was locked down BA has to take the walkthrough meeting with project team. I was involved in that meeting giving my ideas and suggestions.

Once the business requirement was approved, we moved to the next step of making test plan. After test plan draft is ready we conducted walkthrough meeting for the test plan update. Then I created test case and test script then we move over to system testing. During the testing I was responsible for weekly status meeting and daily defects status meeting. I was also involved in defect management process eg as tester if I find the defect I logged the defects in qc and then that defect is assign to our QA lead. Then as a team we research and analyze the defect if that defect comes from the requirement side it goes to BA and if that comes from coding it goes to developer. Once the defect is resolved it is resigned for retesting. I was also responsible for UAT where I conducted meeting with Business and technical team and defined UAT test Scenarios.

### **What is the role of BA in a project/what did you do as a BA?**

As a BA I was being a bridge between business and IT side throughout the project. I worked with cross functional team that includes business Team, technical team, development team and testing team. I created and maintained various different requirement documents that include BRD and FRD. I also coordinated effort with technical team in order to Translate BRDs and FRDs into the technical specification. I closely Worked with DBA and developers to have design specifications. I was Also involved with system testing activity and I also conducted UAT Testing.

### **What are your strengths?**

First of all, I believe in myself, I can cope up with any stress situation within my space and also I can adapt any kind of situations. I am a good listener too and I believe in smart work plus hard work.

### **What are you weaknesses?**

My weakness is saying yes to someone who asks for help. In some way, I am little more emotional.