You have been assigned to a project where the goal is to gather information for new requirement from the client for an existing project, how will you do that

- Identify first who are stakeholder is
- Use technique like survey, feedback, cross questioning to understand the requirement
- Once you have enough information for the requirement, discuss the requirement with the team
- Document the requirement and also add visual representation to understand the requirement better
- Then discuss whatever you have gather with the client once again, he or she can add more points or can say that what you have gather is correct and this is what we want

You have customer feedback from various sources, how will you organize that

- Collect and organize the feedback from all the sources, ensuring its clean and consistent
- Check for the common themes if there is any
- Summarize key findings with clear visualization
- Present insight to the team, highlight actionable recommendation

How will you prioritize the feature

- First of all, this task is of team (so the whole team include senior member should be involved in prioritization of the task)
- Second if that needed to be done alone
- I will check what the client needed first / what is important / on which feature other feature are dependent, taking care of this necessary option I will prioritize the requirement
- You have understood that the business process is inefficient and need to check what would you do
- Map the current process: document the existing workflow too identify each step
- Collect data: collect the data related to the metrics and analyze the metrics
- Engage stakeholder: engage with stakeholder and collect feedback
- Do swot analysis: to check where we are lacking and where can we improve
- Recommend changes: propose actionable changes and finding

If 2 stakeholders have conflicting perspective

- Identify common goal
- Document the agreed upon approach
- Follow with both stakeholder
- Add a third neutral party in the discussion

How will you define insufficiency and propose improvement

- Start by documenting what we are already doing
- Communication / discuss the whole scenario with senior management
- Have open conversation
- Analyze the various outcomes that they are providing
- Write down the efficiency, now I have the idea of exactly what going on and why we have the inefficiency, next its to make a report and present it to the department with clear presentation

You've been given incomplete or vague requirements for a new project. How would you clarify and gather the necessary information to move forward effectively?

First, I would document the requirements thoroughly. Then, I would discuss them with the team to gather feedback on budget, time, and skills constraints. If issues arise, I'd consult the stakeholders to find a common ground. Finally, I'd work to identify a feasible alternative that satisfies both the project and stakeholders.

Describe a situation where you had to analyse data to make a decision. What was your approach, and what outcome did you achieve?

First, I would document the requirements thoroughly. Then, I would discuss them with the team to gather feedback on budget, time, and skills constraints. If issues arise, I'd consult the stakeholders to find a common ground. Finally, I'd work to identify a feasible alternative that satisfies both the project and stakeholders

Question: How do you prioritize tasks when working on multiple projects with tight deadlines?

Answer: I would document tasks and create a calendar to organize deadlines. Using Jira, I would convert tasks into user stories and divide them into sprints. To prioritize, I'd assess requirements based on urgency and importance, distinguishing between P1 and P2 tasks. Finally, I would assign tasks to team members according to their expertise and availability to ensure timely completion.

Question: How do you ensure effective communication with stakeholders throughout a project?

Answer: I ensure effective communication with stakeholders by engaging them in open conversations and regular sprint meetings. I provide updates on our development progress and share insights into milestones we've achieved. This keeps them informed and involved throughout the project. Additionally, I encourage feedback to address any concerns promptly.

Question: How do you handle changes to project requirements after the project has already started?

Answer: First, I document the changes thoroughly. Then, I discuss them with the team to assess feasibility regarding time constraints. After that, I engage with stakeholders to communicate the impact of these changes. If the changes are manageable, we proceed; otherwise, I organize meetings with clients to explore alternatives.

Question: How do you ensure that your analysis and recommendations align with the overall business goals?

Answer: I ensure my analysis and recommendations align with business goals by first understanding the company's objectives. I talk to key stakeholders to learn about their needs and challenges. While analysing data, I keep the business goals in mind to make sure my recommendations support them. This way, I focus on solutions that can help the company achieve its mission.