1. **Pretend you are in a meeting with the Business Users; how would you facilitate the meeting to effectively gather the Business Requirements? What would be your next steps after the meeting?**

To make the meeting successful I follow elicitation technique from IIBA standards, which is focus group. Before facilitating this meeting, I will share the brief over view of the topic to all the stakeholders, venue and the agenda items to focus. In this Focus group, stakeholders are of two types, homogeneous (they are with similar knowledge) and heterogeneous (they don’t have similar knowledge). The Heterogeneous stakeholders are considered to identify the disadvantages of the product and this meeting will take place up to 1-2 hours. As a business analyst I will prepare the documentation from the meeting and it be shared to all the participants includes the product owner, project manager, development manager and architect. If they agree with the documentation, business requirement document will be prepared to understand the objectives, goals, assumptions, constraints, conditions, time, cost and resources to involve in project.

1. **The testing period has been shortened and additional resources are not available.  Describe how you would approach testing and defect reporting within a limited time frame.**

In these scenarios along with the testing team, BA’s are also expected to take participation.

1. **Describe a situation where you had to adapt to change and how you handled it?**

When I receive the change request from the product owner/ client. As a business analyst first I will document all the changes and facilitate the meeting with project manager, development manager and architect to understand the requested changes and try to accommodate the changes into the existing product or application. In further from the IIBA standard enterprise analysis (Feasibility technique is applied) will be performed. In case if the change is complex, cost and time frames to deliver project will change