

# **Business Analysis Process & Documentation**

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The Business Analysis process is a structured approach to identifying business problems and opportunities and delivering solutions that provide value.

Phases of Business Analysis:

### **1. Initiation and Planning:**

- Define project scope and objectives
- Identify stakeholders and communication plans
- Develop a business case

### **2. Requirements Elicitation:**

- Techniques: Interviews, Focus Groups, Observations, Surveys
- Goal is to gather accurate and complete information from stakeholders

### **3. Requirements Analysis:**

- Categorize and prioritize requirements
- Validate requirements against business objectives
- Identify gaps and conflicts

### **4. Solution Design:**

- Collaborate with technical teams
- Define use cases, workflows, and wireframes

## **Business Analysis Process & Documentation**

### 5. Documentation:

#### a. Business Requirements Document (BRD):

- High-level overview of business needs
- Written in business language for stakeholders

#### b. Functional Specification Document (FSD):

- Technical representation of requirements
- Includes system behavior, data formats, interfaces

#### c. User Stories & Use Cases:

- Agile documentation formats to describe system functionality

#### d. Traceability Matrix:

- Maps requirements to test cases, ensuring coverage

### 6. Validation and Testing:

- Conduct walkthroughs, peer reviews
- Support User Acceptance Testing (UAT)

Well-maintained documentation reduces ambiguity and enhances project success.