**BA Communication Plan Overview**

**A) Purpose:**

The business analysis communication plan defines how information about the Business analysis activities will be delivered and when. This plan establishes goals regarding working and meeting with associates. This also identifies the management tools.

**B) Description:**

Decision-making concerning information receiving, distribution, acquisition, update and passing up in the communication channels is called communication planning. This involves determining proper activities are required for a given initiative. It helps to enable the requirements to be easily understood.

**Key Considerations:**

1. Information is required for each communication.

2. Identify the target audience, i.e. the people who should have that knowledge.

3. Identify the scope of the work is also important.

4. Stakeholder Needs and Constraints:

1. **Incremental or rolling-wave basis:** This approach to planning creates a high-level plan for the long term and detailed plans to address near-term activities.
2. **Change driven methodologies:** Used for developing requirements and limit each iteration to the work that can be completed in the time allotted.

**C) Input Elements:**

1. It contains guidelines and samples of communicated messages.

2. Business Analysis Plans outline the work schedules and deliverables that shall be accomplished in the appropriate sequence.

3. Stakeholder List, Roles, and Responsibilities should be taken care of to establish what user, for how long, and for what purpose, the required information will be utilized.

**D) Project Type:**

1. **New Software Development:** In this case, an effective and complete requirements documentation set can be a summary ‘Comprehensive Requirements Documentation.’

1. **Technology Upgrades:** Technical requirements documentation technical requirements documentation plays a vital role in any system development process, and it is important to meet.

1. **Business Process Improvements:** Data is collected and used to maintain records and an understanding of business operations; business rules. Technical requirements are there the plan; process activities or work done on a given set of data as well as related documentation.

1. **Agile Projects:** It is a lot of concepts that are related to the use of epic, stories, sprints, tasks and many more.

**E) Output:**

All stakeholders potentially participate in the verification and validation   
of business analysis deliverables. It also required document formats, content, media, and responsibility for handling the information.

In achieving the project’s objectives, it is crucial to have a proper communication plan which involves different stakeholders to ensure that the business analysts get all the input they need from the relevant stakeholders.