

Module 2: Assignment

1. Approach for the BA Work:

The approach we will take will thoughtfully integrate both iterative and incremental methodologies. This will encompass:

- **Collecting Requirements:** Conduct interviews, workshops, and surveys with stakeholders to gain a clear understanding of their needs.
- **Review:** Reviewing the collected requirements to distinguish between functional and non-functional requirements.
- **Simulation:** Employing techniques like activity diagrams, and sequence diagrams enhances our ability to clearly visualize the system's behaviour, ensuring greater understanding and successful outcomes.
- **Verification:** Verifying the requirements and the needs with stakeholders to ensure they are accurate.
- **Prioritization:** Prioritizing requirements by assessing both their business value and technical feasibility..

2. Techniques:

- **Process Modelling:** To understand and document the current and future processes.
- **Use Case Diagrams:** To model the interactions between users and the system.
- **Document Analysis:** To review existing documentation and identify potential requirements.
- **Requirement Workshops:** To facilitate discussions and gather requirements from stakeholders.
- **Interface Analysis:** To define the user interface and system interfaces.

3. Deliverables, Timeline, and Budget:

Deliverables	Due Date
Initial Requirements	xx/xx/xxxx
Detailed Requirements Specification for the app	xx/xx/xxxx
Use-Case-Diagrams	xx/xx/xxxx
Models of Processes	xx/xx/xxxx
Testimonies	xx/xx/xxxx

- **Timeline:** The timeline will be shaped by the complexity of the project and the resources available. We will create a detailed project schedule that outlines all key milestones.
- **Budget:** We will establish a budget that reflects the project's scope, ensuring we allocate the necessary resources and acquire the essential tools and licenses for success.

4. Formality/Level of Detail: A structured method will be implemented, incorporating comprehensive documentation and a strict evaluation procedure.

5. Requirement Prioritization Approach: A prioritisation process will utilise a combination of MoSCoW (Must Have, Should Have, Could Have, Won't Have) and a prioritisation matrix with key stakeholders involved.

6. Tools for the BA Work:

- **BA Tools:** A tool like Jira or Azure DevOps, HubSpot will track and manage requirements.
- **Wireframing Tools:** Tools like Visio or Figma will be used to create diagrams and models.

7. Project Complexity: The project is undoubtedly moderately complex, arising from its international scope, the wide range of devices and operating systems, and the critical integration with numerous backend systems.

8. Approach to Scope and Change Management: This document describes the techniques for efficiently overseeing the project's scope and addressing any modifications that may occur throughout its implementation. It highlights the significance of open communication, detailed record-keeping, and teamwork among all parties to ensure the project remains aligned with its goals and delivers the desired outcomes.: A formal change management process will be established, including a change request form, a change control board, and a communication plan.

9. Approach to Sign-off: A formal approval process will be established for key stakeholders to review the requirements.

10. Approach to Communication: We will maintain regular communication with stakeholders through various channels, including email, meetings, and collaboration tools..

11. Stakeholders:

- Product Managers/Owners
- Business Analyst/Data Analyst
- Tech Team
- Testing Team
- Operations Team
- Customers/Reviewers
- IT and Infrastructure Team
- Legal and Compliance Team

12. Governance Approach for Approvals:

Project Objectives	Success Criteria	Person Approving
Develop a reliable online ordering app.	The app user interface should be user-friendly, secure, and reliable	Product Managers/Owners
Delivery of the application on time	The app should be delivered within the decided timeline	Project Manager
Adhere to security compliance standards.	The app should comply with industry standards and regulations set by the regulators.	Security Officer
Optimize app performance	The app should have a fast response time and minimal downtime with the use of minimum data possible	Technical Lead
Smooth integration with backend and frontend systems.	The app should seamlessly integrate with existing systems	Integrated Manager