BUSINESS ANALYSIS FOUNDATION

Lecture 11: IT BA Documentation

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CONTENT

HAI LÚA

01 Importance of Documentation

02 What are the Document created by BA

03 Tips for Documentation

04 Homework

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Importance of Documentation

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- Clarifiation of Business Goals and Requirements
- System Support
- User Guide Preparation
- Success Replication
- Efficient Communication

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What are document created by BA

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- Business Case
- Business analysis plan
- Stakeholder management Plan
- Project vision Document
- Requirement Management Plan
- Functional/process document
- GAP analysis Document
- Solution Approach Document
- Requirement traceability matrix (RTM)
- Change Management/ Change Request logs
- Impact analysis Plan

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What are document created by BA

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- Business requirement document (BRD)
- Functional/process document
- User stories Document
- Use cases Document
- Functional requirement specification (FRS)/ Functional Specification Document (FSD)
- System requirement specification (SRS)/ System Requirement Document (SRD)
- Test case for UAT

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PRODUCT VISION DOCUMENT

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- Created by the client/project manager, BA only contribute
- The Project vision document contains:
  - *Introduction*
  - *Description of users in the system*
  - *Project stakeholders*
  - *Product Overview*
  - *Product Features*
  - *Product requirements*
  - *Constraints/Limitations*
  - *Quality/documentation requirements*

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REQUIREMENT MANAGEMENT PLAN

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Used to document the necessary information required to effectively manage project requirements from project initiation to delivery.

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REQUIREMENT MANAGEMENT PLAN

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- The Requirement Management Plan contains:
  - *Purpose of plan*
  - *Responsibility assignment*
  - *Tools and procedures to be used*
  - *Approach to defining requirements*
  - *Approach towards Requirements Traceability*
  - *Workflows and Activities*
  - *Change Management*

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USE CASE

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- The Use Case document contains:
  - *Use Case ID*
  - *Actors*
  - *Description*
  - *Trigger*
  - *Pre-conditions*
  - *Post-conditions*
  - *Normal Flow*
  - *Alternative Flows*
  - *Exceptions*
  - *Special Requirements/ Business Rules*
  - *Non-functional requirement*

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USER STORIES

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User Story is a document describing the functionality a business system should provide and are written from the perspective of an end-user/customer/client

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BUSINESS REQUIREMENT DOCUMENT (BRD)

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A Business Requirement Document(BRD) is created to describe the business requirements of a product/process and the intended end result that is expected from the product/process.

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BUSINESS REQUIREMENT DOCUMENT (BRD)

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- The Business Requirement Document contains:
  - *Project Background*
  - *Business goals and objectives*
  - *Stakeholders*
  - *Requirement scope*
  - *Functional requirements*
  - *Data requirements*
  - *Non-functional requirements*
  - *Interface requirements*
  - *Business glossary/Definitions*
  - *Dependencies of existing systems*
  - *Assumptions*

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REQUIREMENT TRACEABILITY MATRIX (RTM)

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A RTM is used to record and track the relationship of the project requirements to the design, documentation, development, testing, and release of the project/product

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REQUIREMENT TRACEABILITY MATRIX (RTM)

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- The Business Requirement Document contains:
  - *Requirement ID*
  - *Requirement Description*
  - *Functional Requirement*
  - *Status*
  - *Architectural/Design Document*
  - *Technical Specification*
  - *Software Module*
  - *Test Case Number*
  - *Tested In*

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Functional requirement specification (FRS/SRS)

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- Describes the intended behavior of a system including data, operations, input, output, and the properties of the system.

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Functional requirement specification (FRS)/SRS

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- The System requirement specification (SRS)/ System Requirement Document (SRD) contains:
  - *Product Perspective*
  - *Product Functions*
  - *User Characteristics*
  - *General Constraints*
  - *Assumptions and Dependencies*
  - *External Interface Requirements*
  - *Functional Requirements*
  - *Classes / Objects*
  - *Non-Functional Requirements*
  - *Inverse Requirements*
  - *Design Constraints*
  - *Sequence Diagrams*
  - *Data Flow Diagrams (DFD)*
  - *State-Transition Diagrams (STD)*
  - *Change Management Process*

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TESTCASE (UAT)

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- The components of a test case are:
  - *Test Case ID*
  - *Test Scenario*
  - *Prerequisite*
  - *Test Data*
  - *Test Steps*
  - *Expected Results*
  - *Actual Result*
  - *Status*
  - *Remarks*
  - *Test Environment*

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Tips for perfect documents

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- Practice effective requirements elicitation
- Use clear Language without jargon
- Be action-oriented
- Engage stakeholders
- Do feasibility research
- Include visuals
- Validate the contents

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THANK YOU !

Any Questions ?

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