BUSINESS ANALYSIS FOUNDATION

Lecture 11: IT BA Documentation
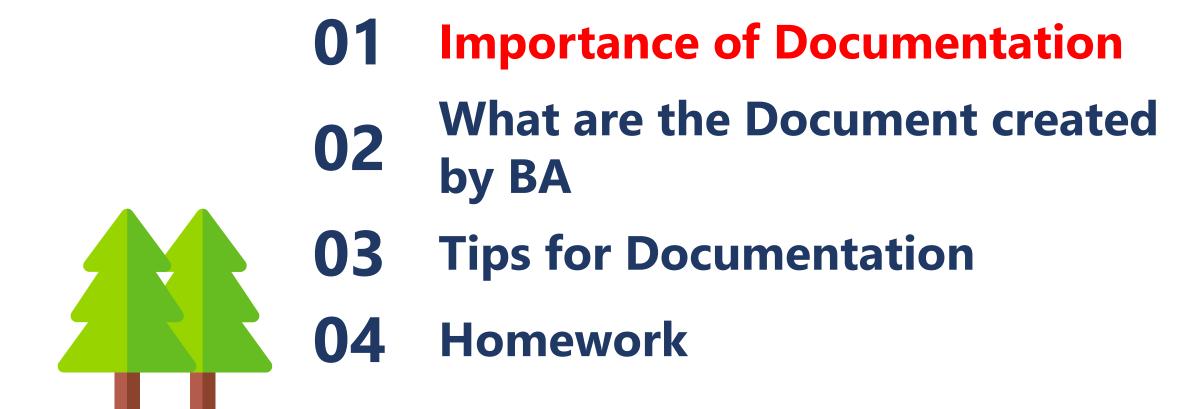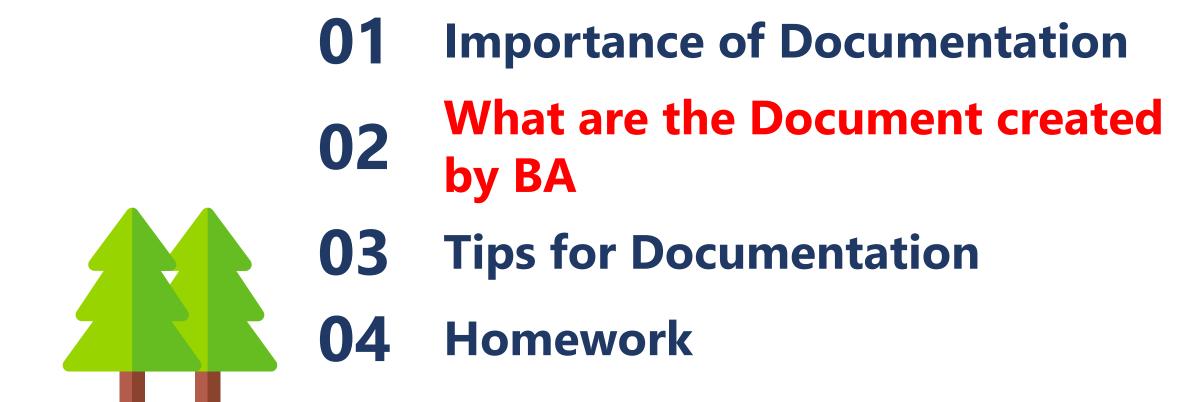
CONTENT

CONTENT

Importance of Documentation

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

CONTENT

What are document created by BA

- ❖ 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

What are document created by BA

- ❖ 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

PRODUCT VISION DOCUMENT

❖ 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*

PRODUCT VISION DOCUMENT

❖ 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*

REQUIREMENT MANAGEMENT PLAN

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

REQUIREMENT MANAGEMENT PLAN

❖ 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*

USE CASE

❖ 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*

USER STORIES

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

BUSINESS REQUIREMENT DOCUMENT (BRD)

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.

BUSINESS REQUIREMENT DOCUMENT (BRD)

❖ 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*

REQUIREMENT TRACEABILITY MATRIX (RTM)

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

REQUIREMENT TRACEABILITY MATRIX (RTM)

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

Functional requirement specification (FRS/SRS)

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

Functional requirement specification (FRS)/SRS

❖ 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*
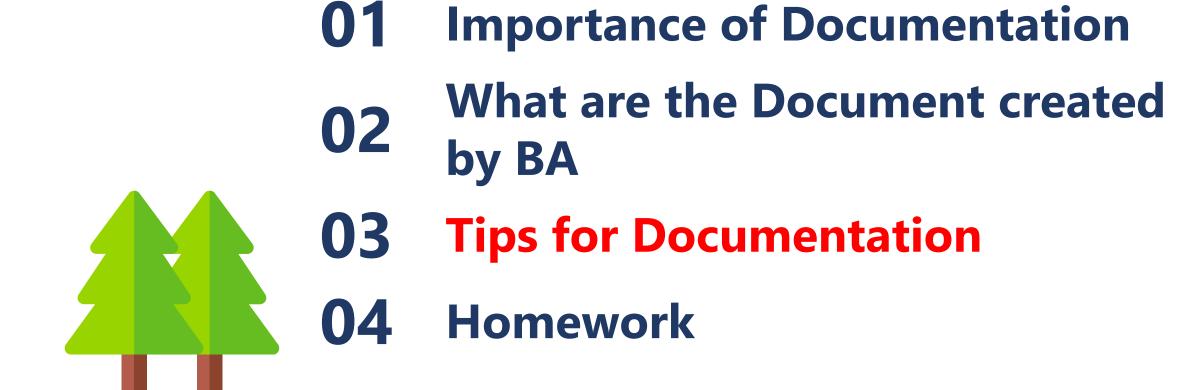
TESTCASE (UAT)

❖ 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*

CONTENT

HAI LÚA

01 **Importance of Documentation**

02 **What are the Document created by BA**

03 **Tips for Documentation**

04 **Homework**

Copyright © by Hai Lúa

Tips for perfect documents

❖Practice effective requirements elicitation

❖Use clear Language without jargon

❖Be action-oriented

❖Engage stakeholders

❖Do feasibility research

❖Include visuals

❖Validate the contents

THANK YOU !

Any Questions ?