

BA Toolkit Overview

Project Management – Jira, Azure DevOps, Notion

Usage & Benefits:

- **Tracking Work & Collaboration:**
These platforms help you manage tasks, sprints, and project backlogs.
- **Guidelines:**
 - **Jira & Azure DevOps:** Use agile boards, backlog grooming sessions, and dashboards to track issues, user stories, and defects.
 - **Notion:** Ideal for cross-functional collaboration, meeting notes, and lightweight project tracking.
- **Best Practices:**
 - Regularly update status and priorities.
 - Integrate with other tools (e.g., Confluence for documentation, Slack for communication) for seamless collaboration.

Resources:

- Atlassian's Jira Guide [Introduction to Jira](#)
 - Microsoft's [Azure DevOps documentation](#)
 - Notion's Help Center <https://www.notion.com/help/guides>
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Data & Visualization – SQL, Excel, Visio, Draw.io

Usage & Benefits:

- **Making Sense of Data & Processes:**
These tools help you extract insights from data and map out business processes.
- **Guidelines:**
 - **SQL:** Write queries to pull relevant data for analysis; combine with visualization tools for reporting.
 - **Excel:** Use pivot tables, charts, and conditional formatting to analyze and present data.
 - **Visio & Draw.io:** Create flowcharts, process diagrams, and conceptual models.
- **Best Practices:**
 - Maintain clean and well-documented queries and spreadsheets.
 - Standardize diagram styles and symbols for clarity and consistency.

Resources:

- SQL tutorials on W3Schools <https://www.w3schools.com/sql/>
 - Microsoft's [Excel support](#)
 - Visio [User Guide](#)
 - Draw.io Tutorials <https://www.drawio.com/example-diagrams>
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Prototyping & Design – Balsamiq, Figma

Usage & Benefits:

- **Visualizing Ideas & User Flows:**
These tools allow you to create mockups and prototypes that communicate design concepts and user interactions.
- **Guidelines:**
 - **Balsamiq:** Use for rapid, low-fidelity wireframes that focus on structure and layout.
 - **Figma:** Ideal for high-fidelity interactive prototypes and collaborative design sessions.
- **Best Practices:**
 - Iterate quickly with stakeholders to gather feedback.
 - Keep your prototypes consistent with branding and usability principles.

Resources:

- Balsamiq's Tutorial <https://balsamiq.com/tutorials/>
 - Figma's Help Center <https://help.figma.com/>
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Documentation & Workshops – Microsoft Suite, Google Suite, Confluence, Canva

Usage & Benefits:

- **Writing & Sharing Knowledge:**
These tools help create, store, and share documents, reports, and workshop materials.
- **Guidelines:**
 - **Microsoft Suite & Google Suite:** Use Word/Docs for formal documentation, Excel/Sheets for data, and PowerPoint/Slides for presentations.

- **Confluence:** Centralize project documentation, meeting notes, and collaborative work.
- **Canva:** Design visually appealing reports and infographics to complement your documents. Super easy to use!
- **Best Practices:**
 - Maintain version control and regularly back up your documents.
 - Use templates to ensure consistency across documentation.

Resources:

- Microsoft's [Office Training Center](#)
 - Google Workspace Learning Center <https://support.google.com/>
 - Atlassian's Confluence Guide <https://www.atlassian.com/software/confluence>
 - Canva's Tutorial <https://www.canva.com/designschool/tutorials/>
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ChatGPT – My Digital Assistant!!

Usage & Benefits:

- **Organizing Ideas, Planning, & Resource Management:**
ChatGPT is a versatile tool that helps you brainstorm, draft documents, check grammar, and source additional learning materials.
- **Guidelines:**
 - Use it as a first pass for drafting documentation or summarizing meeting notes.
- **Best Practices:**
 - Always verify and edit content generated by ChatGPT to ensure it aligns with your project context.
 - I will provide my Prompts soon!! Stay tuned!

Resources:

- OpenAI's [ChatGPT documentation](#)