# **Business Analysis Work Plan**

**Subtasks included in the analysis :-**

* **Conduct interviews of key personnel :-**

**Interviews are arranged with stakeholders and the public expected to use the project in the future to determine the priority and main project steps that the project will include and aim at when implementing it .**

**This can be by face-to-face interviews with stakeholders or by conducting a survey of potential users :**

**- Ask open-ended questions**

**- Listen more, talk less**

**- Take notes.**

**- Keep the questions focused on the job, work environment and only peripherally involved with an applicant’s personal life**

* **Administer questionnaires:-**

**The task of the questionnaire is assigned to a specialized team to analyze the opinions of customers or stakeholders to benefit from their opinions, improve the quality of the project and obtain the greatest possible benefit.**

**Tell people how long it will take to complete the questionnaire and give them a realistic time to do it in. Include a deadline for responses and any return details. Offer assurances about confidentiality and anonymity.**

* **Read company reports :-**

### **-Compile the Business Profile .**

### **- Generate Key Financial Statements .**

### **- Select Operational and Financial Highlights .**

### **- Write the Management Discussion and Analysis .**

* **Analyze data flow :-**

1. **External entity:** an outside system that sends or receives data, communicating with the system being diagrammed. They are the sources and destinations of information entering or leaving the system. They might be an outside organization or person, a computer system or a business system. They are also known as terminators, sources and sinks or actors. They are typically drawn on the edges of the diagram.
2. **Process:** any process that changes the data, producing an output. It might perform computations, or sort data based on logic, or direct the data flow based on business rules. A short label is used to describe the process, such as “Submit payment.”
3. **Data store:** files or repositories that hold information for later use, such as a database table or a membership form. Each data store receives a simple label, such as “Orders.”
4. **Data flow:** the route that data takes between the external entities, processes and data stores. It portrays the interface between the other components and is shown with arrows, typically labeled with a short data name, like “Billing details.”