

BA Bootcamp - Simple Concepts & Answers

Week 1 - BA Foundations

Q: What is a BA and why do we need them?

Simple Answer: A BA is like a **translator at a restaurant**.

- **Customer** (business people) says: "I want something healthy and filling"
- **Chef** (developers) needs to know: "Grilled chicken salad with dressing on the side"
- **BA** translates the vague request into specific instructions

Without BA: Customer gets food they hate, chef wastes time cooking wrong thing **With BA:** Everyone gets exactly what they need

Q: What's the difference between BA, PM, PO, and QA?

Restaurant Analogy:

- **BA** = Takes your order and makes sure kitchen understands exactly what you want
 - **PM** = Restaurant manager who makes sure your food comes out on time and coordinates staff
 - **PO** = Menu planner who decides which dishes to offer based on customer preferences
 - **QA** = Food inspector who tastes everything before it reaches your table
-

Q: What does BA do in Software Development Life Cycle?

House Building Analogy:

1. **Planning:** BA asks "What kind of house do you want?" (gather requirements)
 2. **Design:** BA creates detailed room layouts (wireframes, user flows)
 3. **Construction:** BA answers builder questions "Where exactly does this window go?"
 4. **Inspection:** BA checks "Is this what the family actually wanted?"
-

Week 2 - Requirements Gathering

Q: What are Business vs Functional vs Non-Functional Requirements?

Coffee Shop Example:

Business Requirement: "Increase morning rush sales by 25%"

- This is the big goal, the "why" we're doing this project

Functional Requirement: "Customers can pre-order coffee through mobile app"

- This is what the system should DO

Non-Functional Requirement: "App should load in under 2 seconds"

- This is how WELL the system should work
-

Q: What are requirement elicitation techniques?

Interview Example:

Bad Question: "What do you need?"

Good Question: "Tell me about your most frustrating day at work. What went wrong?"

Bad Question: "Do you like the current system?"

Good Question: "Walk me through how you processed a customer complaint yesterday."

Workshop Example: Get 5 coffee shop employees in a room: "Everyone write down the 3 biggest customer complaints on sticky notes." Then group similar complaints together.

Survey Example: Send to 100 customers: "Rate from 1-5: How easy is it to find your favorite drink on our menu?"

Observation Example: Stand in coffee shop for 2 hours, watch customers struggle to find where to add extra shot to their order.

Q: How does MoSCoW prioritization work?

Food Delivery App Example:

Must Have:

- Customers can browse restaurants (*without this, app is useless*)
- Customers can place orders (*core function*)
- Payment processing (*can't do business without it*)

Should Have:

- Order tracking (*important but app works without it*)
- Customer reviews (*helps business but not critical*)

Could Have:

- Loyalty points program (*nice bonus feature*)
- Social sharing (*fun but not essential*)

Won't Have:

- Restaurant inventory management (*out of scope for customer app*)
 - Delivery driver payroll system (*different project*)
-

Q: How do you write good user stories?

Template: "As a [who], I want [what], so that [why]"

Bad Example: "As a user, I want a search function" (*Too vague - what kind of user? Search for what? Why do they need it?*)

Good Example: "As a hungry customer, I want to search restaurants by cuisine type, so that I can quickly find Italian food when I'm craving pasta"

INVEST Check:

- Independent: ✓ Can build search without other features
 - Negotiable: ✓ Can discuss which filters to include
 - Valuable: ✓ Helps customers find food faster
 - Estimable: ✓ Developers can estimate effort
 - Small: ✓ Can finish in one sprint
 - Testable: ✓ Can verify search returns Italian restaurants
-

Week 3 - Tools & Templates

Q: What is Jira and how do I use it?

Think of Jira like a digital to-do list for teams:

Epic: "Build Food Delivery App" (*big goal*) **User Stories:**

- "Customer can search restaurants"
- "Customer can add items to cart"
- "Customer can track order"

Tasks under each story:

- Design search screen
- Write search code
- Test search function

Status: To Do → In Progress → Done

Q: What is Confluence?

Think of it like Wikipedia for your company:

- Store meeting notes
- Keep project documentation
- Share "how-to" guides
- Everyone can read and edit

Example: Page titled "Food Delivery App Requirements" contains all user stories, business rules, and wireframes in one searchable place.

Q: What are wireframes?

Wireframes are like blueprints for a house - they show structure without decoration:

Food App Menu Screen Wireframe:

[← Back] [🔍 Search] [Filter ▼]

[Pizza Photo]	
Mario's Pizza	
★★★★☆ 4.2 (150 reviews)	
\$\$ • 25-35 min	

[Order Now Button]
<div> <div>[Burger Photo]</div> <div> <div>Bob's Burgers</div> <div> ★★★★★ 4.8 (203 reviews) </div> <div>\$ • 15-25 min</div> </div> </div> <div>[Order Now Button]</div>

No colors, no fancy fonts - just boxes showing where everything goes.

Q: What is Requirements Traceability Matrix (RTM)?

It's like a checklist to make sure nothing gets forgotten:

What We Promised	How We'll Test It	Status
Customer can search restaurants	Test that typing "pizza" shows pizza places	✓ Done
Customer can add items to cart	Test that clicking "Add" increases cart count	🕒 In Progress
Customer gets order confirmation	Test that successful order shows confirmation page	✗ Not Started

Week 4 - Agile Ceremonies

Q: What happens in Daily Standup?

It's like a quick team huddle before a sports game:

Each person answers:

1. **Yesterday:** "I finished writing user stories for the checkout process"
2. **Today:** "I'm going to review the wireframes with the design team"
3. **Blockers:** "I need clarification on the payment requirements"

Your job as BA: Listen for confusion about requirements and offer to help clarify.

Q: What's Sprint Planning?

It's like meal planning for the week:

Team looks at backlog of user stories and asks:

- "Which stories should we work on in the next 2 weeks?"
- "How long will each story take?"
- "Do we understand what needs to be built?"

Your job: Make sure everyone understands the requirements clearly before they start coding.

Q: What's a Sprint Demo?

It's like showing off what you cooked after following a recipe:

Development team shows completed features to stakeholders.

Your job: Check if what they built actually solves the business problem you documented.

Example: They built a search function, but does it actually help customers find restaurants faster?

Week 5 - Capstone Project Simple Answers

Q: What's a Business Requirements Document (BRD)?

It's like writing a letter explaining why you need something:

Dear IT Team,

Our library has a problem: people want to donate books and money, but our current process is all paper-based and confusing.

We need: A website where people can donate online easily.

This will help us: Get more donations, reduce paperwork, make donors happier.

Success looks like: 50% more donations in 6 months.

Thank you,
Library Director

Q: What's a Product Requirements Document (PRD)?

It's like writing detailed instructions for what to build:

What: Library Donation Website

Who uses it:

- People who want to donate (age 25-65, busy, want convenience)
- Library staff (need to track donations easily)

Main features:

1. Donate money online with credit card
2. Schedule book donation pickup
3. See thank you messages and impact reports

Must work on: Phones and computers

Must be: Easy for seniors to use

Must handle: 100 people donating at same time

Q: Sample User Stories for Library Donation Platform:

Story 1: "As a busy parent, I want to donate money online during my lunch break, so that I can support the library without having to visit in person"

Acceptance Criteria:

- Given I'm on the donation page
- When I enter my credit card info and amount
- Then I get a confirmation email within 5 minutes
- And the donation appears on my account history

Story 2: "As an elderly donor with many books, I want to schedule a pickup time, so that I don't have to carry heavy boxes to my car"

Acceptance Criteria:

- Given I select "book donation"


- When I choose a date and time slot
- Then I get a confirmation with volunteer contact info
- And volunteer receives my address and phone number

Q: Simple Wireframes for Library Donation:

Donation Homepage:

 City Library Foundation	
[Home] [About] [Donate] [Contact]	
Help Your Library Grow! 	
Your donations buy new books and fund community programs	
 Donate Money Online	 Donate Books (Pickup)
"Last month, your donations helped us buy 50 new children's books!"	

Money Donation Form:

← Back to Home	[Step 1 of 3]
 Make a Donation	
Choose Amount:	
<input type="radio"/> \$25 <input type="radio"/> \$50 <input type="radio"/> \$100 <input type="radio"/> Other: <input type="text"/>	
Your Information:	
Name: <input type="text"/>	
Email: <input type="text"/>	

Phone: []

☐ Send me updates about library programs

[Continue to Payment]

These wireframes show WHAT goes where, not HOW it looks (no colors, fancy fonts, or detailed design).

Key Success Tips:

1. **Always ask "Why?"** - Don't just document what they want, understand why they need it
2. **Use examples** - When in doubt, give concrete examples from apps you know
3. **Keep it simple** - Your job is to make complex things understandable
4. **Focus on users** - Every requirement should help a real person solve a real problem