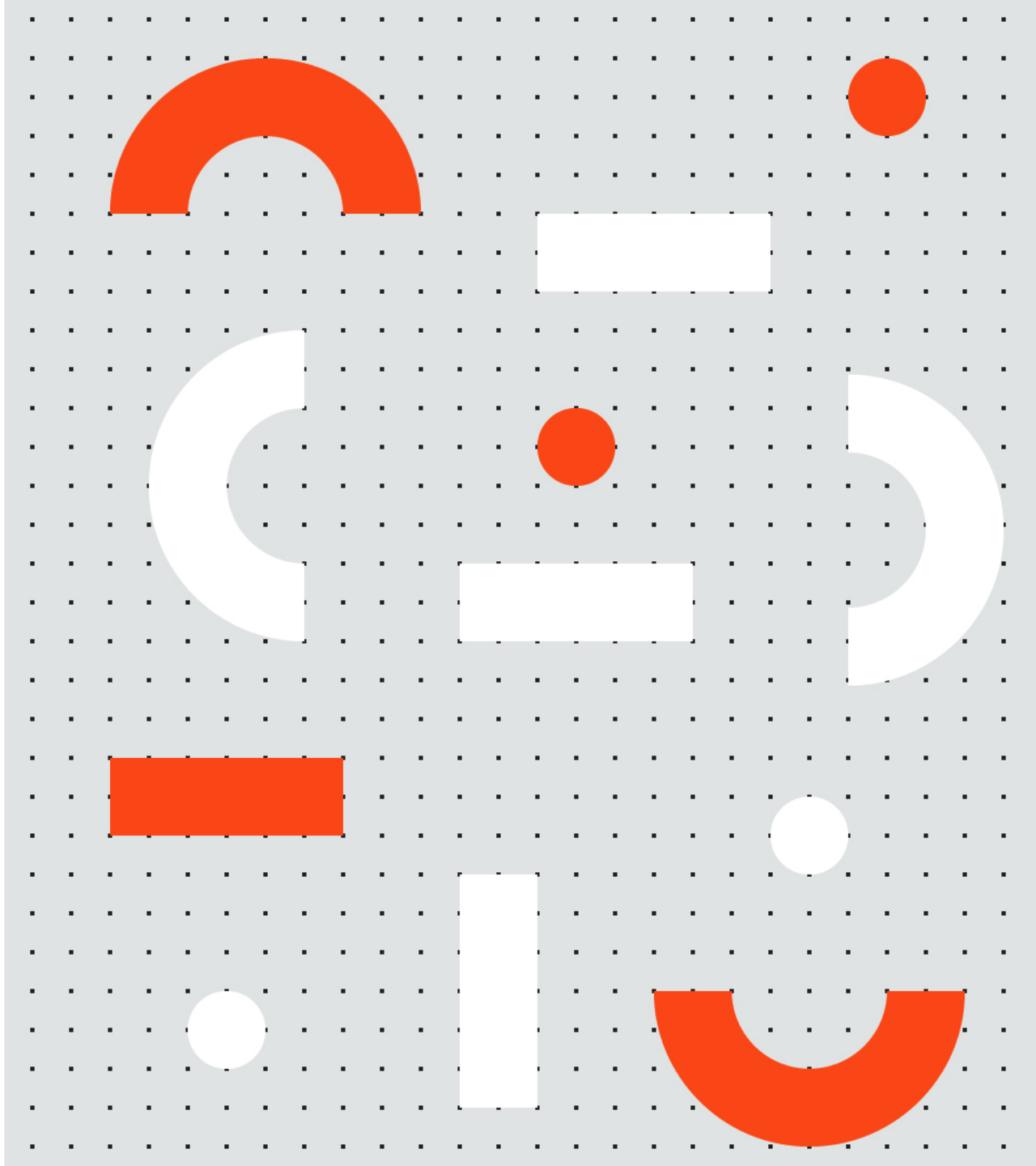


Business Analyst Training

Build RPA



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Managing Changes

- **Definition of change:** any modification in the initial process requirements, as documented and agreed in the signed-off PDD and that is not a bug or defect
- **When can changes occur:** throughout the entire implementation process
- **What can trigger change:** new input types, gaps in the PDD identified after sign-off, internal or external factors, an increase in the percentage of automation, etc.

BA responsibilities during the Build phase:



Analyze the proposed changes and apply the KRAC (keep / remove / add / change) approach



Identify impact: duration, risks, etc.



Use the Traceability Matrix for logging the approved changes



Update the PDD to include the requested changes, as well as the detailed step by step description for each change implementation

Thank you

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