**Business Analyst Documentations**

1. These are all the documentation that you should have.
2. Some of portion of the documentation (indicated as PM, BA) should have shared effort and contribution on both PM and BA.
3. Some of the documentation’s outlines were redundant on other documents.
4. Each of the document is separated to one another.
5. Template for each document will be uploaded, TBA

**Vision Document (Doc File)**

*A vision document defines the high-level scope and purpose of a program, product, or project. A clear statement of the problem, proposed solution, and the high-level features of a product helps establish expectations and reduce risks. This topic provides an outline of potential content for a vision document.*

*Reference Sites and readings:*

* [*https://www.ibm.com/docs/en/elm/7.0.0?topic=requirements-vision-document*](https://www.ibm.com/docs/en/elm/7.0.0?topic=requirements-vision-document)
* [*https://www.modernanalyst.com/Careers/InterviewQuestions/tabid/128/ID/334/What-is-a-Vision-Document.aspx*](https://www.modernanalyst.com/Careers/InterviewQuestions/tabid/128/ID/334/What-is-a-Vision-Document.aspx)

**Contents:**

* Introduction
* Description of users in the system
* Project stakeholders
* Product Overview
* Product Features
* Product requirements
* Constraints/Limitations
* Quality/documentation requirements

**Requirement Management Plan (Doc File)**

*Requirements Management is an iterative set of activities that help ensure that elicitation, documentation, refinement, and changes of requirements is adequately dealt with during a lifecycle, with a view toward satisfying the overall mission or need in a quality manner and to the customers’ satisfaction.*

*Reference Sites and readings:*

* [*https://www.ibm.com/ph-en/topics/what-is-requirements-management*](https://www.ibm.com/ph-en/topics/what-is-requirements-management)
* <https://www.pmi.org/learning/library/requirements-management-planning-for-success-9669>

**Contents:**

* Purpose of the plan - PM
* Responsibility assignment - PM
* Tools and procedures to be used - BA
* Workflows and Activities - BA
* Change Management - PM

**Diagrams (Doc File)**

The content of this documentation describes the User case diagram and System Flowchart

Reference Sites and readings:

* <https://www.lucidchart.com/pages/uml-use-case-diagram>
* <https://www.zenflowchart.com/guides/system-flowchart#:~:text=%2D%20System%20flowcharts%20are%20the%20diagram,data%20moves%20in%20the%20flow>.

**Contents:**

Use cases

Flowchart

**User Stories (Doc File)**

*User stories are a way to describe the desired functionality of product backlog items. High-priority user stories tend to be more detailed; low-priority user stories tend to be less detailed.*

*User stories should come from the user. You may ask or record an interview with your client regarding what they want.*

Some examples of user stories are:

* + The system shall be able to sort the values in ascending and descending order
  + The application must allow the user to enter his name, date of birth, and address.
  + The system shall verify the user’s login credentials and redirect him to the dashboard in case of a successful login.

Reference Sites and readings:

<https://www.atlassian.com/agile/project-management/user-stories>

<https://www.productplan.com/glossary/user-story/>

**Business Requirement Document / Function Requirement Specification (Doc File)**

*A business requirements document is a report detailing everything a new project requires for success. This document outlines project objectives, what's expected throughout the project lifecycle, and what's required to accomplish the project.*

Reference Sites and readings:

* <https://www.wrike.com/blog/how-write-business-requirements-document/#How-to-write-a-business-requirements-document>
* <https://www.ofnisystems.com/services/validation/functional-requirements/#:~:text=The%20Functional%20Requirements%20Specification%20describes,in%20the%20Functional%20Requirements%20Specification>

**Contents:**

* Project Background
* Assumptions
* Goals and objectives
* Stakeholders
* Requirement scope
* Data requirements
* Functional Requirements
* Non-functional requirements
* User Interface Requirements
* Constraints
* Requirements Confirmation/sign-off
* Glossary/Definitions