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| **James A. Coons (**[James.Coons@yahoo.com](mailto:James.Coons@yahoo.com)**)**  **U.S. Army Dept. of Defense**  **Data Analyst, Programmer** | **Master Data Center**, then **Thomson IP Management**, now **Clarivate (**[**www.clarivate.com**](http://www.clarivate.com)**)** |

# **Summary**

Worked as a Business Analyst at SSB (08/2011 to 06/2014). Improved speed and accuracy of material ordering system by creating a more modern system. Created ATLAS System (a web-based logistic application) to reverse-engineer and replace the customer’s existing ECHO System written in FoxPro. Worked with local Business Analysts (Lexington) and the remote Development Team (**Pentagon**, **U.S. Army Department of Defense**). Held a DoD Secret Security Clearance.

# **BUSINESS ANALYSIS**

* Used various tools in this project, including **MicroSoft** **Visio**, **MicroSoft Word**, **MicroSoft Excel**, **TFS (Team Foundation Server), Snag-It**.
* Served as Subject Matter Expert (SME) and Product Owner for system functionality and process workflow. Developed strong business and system knowledge relating to the Stakeholder’s projects and interests.
* Created artifacts for the system development (Functional/Technical Requirements, Business Rules, Test Cases, Test Plans, User Acceptance Testing, As-Is & To-Be Documents).
* Met with Stakeholders to provide feedback, documentation and support.
* Used TFS and SharePoint for document storage and version.
* Participated in JAD Sessions with Stakeholders for SDLC Methodology.

# **ECHO System**

* Learned the legacy ECHO logistics system to understand and reverse-engineer it. It was written in FoxPro and contained 100 individual modules.
* Worked on a team to develop various User Documents for the existing ECHO system, including the “As-Is” and “To-Be” documents, Flow Charts and Use Cases

# **ATLAS System**

* Used a hybrid of Agile iterative SDLC and Spiral development Methodology.
* I participated in JAD Sessions, during various ATLAS releases to document how the system functioned, isolate system bugs and defects.
* I also created Test Cases for Regression Testing and Unit Testing of new modules as they were created. I documented programming bugs and other issues.
* Designed modules in ATLAS to correspond to functions in the ECHO system.
* The new ATLAS system was written in C# using Entity Framework, MS SQL database and SSIS.

# **Analysis and Communication**

* I met with the government personnel to gather requirements for functions in ECHO and to create supporting documents. I talked to the FoxPro programmer to learn about the original ECHO system and familiarize myself with the various modules and their integration into the larger ECHO application. I gave the customers (government personnel) my highest priority, treated them with respect, answered questions about ATLAS, ECHO and other related issues as needed.
* Participated in weekly JAD sessions with the Development Team at the Pentagon via a secure video chat. This delivered Business Requirements to the Development Team.
* Communicated Business Requirements to the Developers and Customers by creating Design Specifications, Functional Specifications, Flow Charts, Wireframes, “To Be” documents and Use Cases for the ATLAS system.

# **User Guide**

* I created and maintained the ATLAS User Guide, keeping it current during multiple releases.
* The User Guide included a Table of Contents and step-by-step instructions to illustrate the system processes.
* I worked with the Analysis and Development Teams to verify and update the User Guide as each new version was released.
* The User Guide was inspected and verified by formal Peer Reviews by “in-house”.