

## **Technical Assignment – Business analyst Intern**

**Duration: 48 Hours**

**This assignment will contain scenario-based requirement gathering testing questions and a Power BI testing. Please provide answers on your own.**

**Submission: Submit all deliverables to the email address provided within 48 hours**

### **Question 01**

Analyze the given requirement and provide structured responses to the following tasks:

#### **Scenario:**

A tea company receives requests for sample tea products from foreign customers before they place orders. Currently, tea traders log these inquiries in an Excel sheet, which includes details such as Reference Number, Created Date, Customer Name, Country, Trader Name, and Requested Sample Tea Standard. Assistants then use these details to request the necessary tea materials from the stores. Once the tea materials are received, they prepare the sample as instructed and request a courier service for pickup. After sending the sample, assistants manually track the delivery status through the courier service tracking portal until the customer receives it.

The IT Team is now looking to digitalize this manual system to enhance efficiency

1. List down the stakeholders involved in the process and describe their responsibilities in the proposed digital system.
2. Propose a system that can replace the manual process. Outline its functionalities, process flow of the new system, and how automation can improve efficiency.
3. Provide a suitable diagram to showcase the process.
4. Write a set of structured user stories based on the functionalities of the proposed system that can be used by the development team when building the system.
5. Identify potential challenges during the digital transformation of this manual process. Provide mitigation strategies for each identified challenge, particularly from a Business Analyst's perspective.
6. As a Business Analyst, outline how you would gather detailed requirements from the stakeholders. Mention specific techniques and how you'd tailor them for different stakeholder groups ( You need to explain this with examples ).

#### **Deliverables:**

Prepare your answers in a structured document and submit it in PDF or Word format.

## Question 02

Create a comprehensive **Power BI dashboard** for top management, providing actionable insights from the provided data sets.

1. Data Analysis
  - Review the provided data sets in the zip file
  - Identify key metrics and trends
  - Perform necessary data cleaning and transformation
2. Dashboard Creation
  - Design a Power BI dashboard including:
    - a. Executive Summary
    - b. Detailed Analysis (2-3 pages based on data content)
    - c. Performance Metrics
    - d. Trend Analysis
3. Visualizations
  - Use appropriate chart types
  - Ensure clear labeling and understanding
4. Interactivity
  - Implement filters, slicers, and drill-through capabilities
  - Create informative tooltips
5. 5. Insights and Recommendations
  - Highlight key findings
  - Provide actionable recommendations
6. Deliverables
  - Screenshots of each dashboard page
  - Power BI dashboard file (.pbix format)
  - Any additional files used for data preprocessing (if applicable)

### Submission Format:

- Rename your submission folder as BA Assignment - [Your Name].
- Add all deliverables into this single folder.
- Compress the folder into a ZIP file and submit it accordingly.

### Notes:

1. Work independently.
3. Be prepared to present your dashboard in a potential follow-up interview
4. Review the provided files and proceed with the analysis and dashboard creation as appropriate for the data you find.

-----Good luck!-----