

# Business Analyst || Practical Assessment

## a. Query List for Requirements Gathering:

### General:

1. What is the target audience for the app?
2. What are the primary goals and objectives of the app?
3. Are there any specific regions/countries for the app's operation?
4. What is the timeline for the project?
5. What is the budget for development and maintenance?

### User Profile and Registration:

1. What information will be required for user registration (ex. name, email, phone number)?
2. Will users have profiles to track their recycle activity?
3. How will user data be secured and stored?

### Recycling Process:

1. How will the vending machines generate QR codes?
2. What information will the QR code contain
3. Can users recycle without using the vending machines?
4. How will the app verify the recycling activity?

### Points and Rewards:

1. What is the points system?
2. How will points be redeemed in partnered stores?
3. What types of rewards will be offered?
4. Will there be a rewards catalog within the app?

### QR Code Scanning:

1. What QR code format will be used?
2. How will the app handle QR code scanning errors or failures?
3. Will users be able to save scanned QR codes for later redemption?

### App Features:

1. Will the app have social sharing features?
2. Will users receive notifications for rewards, promotions or recycling reminders?
3. Will the app have educational content about recycling?
4. Are there any gamification elements?

**Technical:**

1. What platforms will the app be developed for?
2. What database management system will be used?
3. How will the app ensure data security and encryption?
4. Are there any specific APIs or integrations required?

**b. Possible Functionalities for Users:**

1. User registration and profile management.
2. QR code scanning for recycling
3. Points tracking and redemption
4. Rewards catalog browsing
5. Store locator for partnered stores.
6. Transaction history
7. Social Sharing
8. Recycling reminders and notifications
9. Educational content

**Possible Functionalities for Partnered Stores:**

1. Store registration and profile management
2. Reward management
3. Transaction management
4. User data access
5. Integration with existing POS systems
6. Customizable promotional offers
7. Analytics and reporting

**Assumptions:**

1. Users will have smartphones with QR code scanning capabilities
2. Partnered stores will have existing POS systems.
3. Recycling vending machines will generate unique QR codes
4. Users will be incentivized by rewards and gamification elements.

## **a. Managing Multiple High Priority Requirements and Stakeholders:**

### **Short-term:**

1. Conducting stakeholder analysis: Identifying, categorizing and prioritizing stockholders.
2. Requirements gathering sessions: Organizing meetings with key stakeholders to collect and clarify requirements
3. Creating a Requirements repository: Documenting and tracking all requirements, including priorities and stakeholders.
4. Prioritization workshop: Facilitating a workshop with stakeholders to prioritize requirements using some techniques.

### **Long-term**

1. Developing a stakeholder engagement plan: Outline communication strategies, frequency, and channels.
2. Regular status updates: Schedule recurring meetings or progress reports to keep stakeholders informed.
3. Requirements traceability matrix: Maintaining a matrix to track requirements throughout the project lifecycle.

## **b. Addressing Last-Minute Bugs Before a Demo:**

### **Immediate Action within the hour:**

1. Notifying stakeholders: informing the clients about the issue and the potential impact on the demo.
2. Assess bug severity: Quickly evaluating the bug's critically and potential visibility during the demo.
3. Contingency planning: Identifying alternative demo scenarios or workarounds.

### **Demo Adjustments:**

1. Focusing on key features emphasizing demoing critical, bug free features.
2. Preparing a scripted demo to minimize exposure to buggy areas.
3. Openly communicating the issues and provide context

### **Post-Demo:**

1. Prioritizing resolving the identified bugs.
2. Scheduling a follow-up demo to showcase the corrected functionality.
3. Investigating the causes of the last-minute bugs and implement preventive measures