1. Analysis
   1. Introduction to analysis

Analysis tries to dig deeper into a topic to get better understanding about it. A large topic is usually broken down into smaller parts and studied thoroughly. In our case, analysis deals with finding and understanding the requirements or needs of the project. Analysis is also done to find out the needs when a new product is made or an old product is altered so that it meets the requirements. In this computing age, analysis doesn't stop at gathering requirements but system analysts guide us through the entire software development process and provide us with the best solutions when necessary.

During the analysis phase, business analyst go through following steps:

* **Requirement Specification**

To find out problem specifications, system analysts go through different fact finding procedures like interviews and surveys with the client or company representatives. They discuss about the problems and the solutions that the upcoming software can provide.

This is important because if a business analyst does not get a customer's vision, then they might end up building a completely different product. This phase helps the analyst to know exactly what the customer want.

* **Needs identification**

This phase basically narrows down the problems or requirements that were gathered during the requirements specification. System analyst finds out actual problems and the ones that need to be addressed. We differentiate what client actually needs and not what he wants. The client's vision is then connected with the software development process and analyzed if it is practically possible.

This phase is important because we get to understand the actual problems that needs to be solved and omit out the ones which are not necessary.

* **Translation**

In a software development process, a business analyst must have the idea of what the client want and our company must understand what we can have, and the development team must understand what they can offer out of our expectations. The job of the business analyst is to translate these needs of clients to development tasks for the development team in such a way that it meet the client's expectations.

This step is done to avoid misunderstandings that occur between the development team and the client. The business analyst who have idea about both the sides work as a communicator to remove such technical jargons.

* **Communication**

The development process of a software is often long and requires certain level of co-operation between the parties during the time period. Business analyst also works as a mediator between customer and developer who finds out the strong points and weak points and helps to improve the flow of communication.

Communication is very important because without it the customer never knows what is being developed and the end result may be disappointing. Business analysts during the analysis make sure the needs are met.

* 1. Methodology