Day 5 BA Training Material

**Business Process Model:**

Business process modeling (BPM) refers to the creation of a model of a business process in order to better understand that process. Business process modeling relies on conventions like Business Process Model and Notation (BPMN) or Unified Modeling Language (UML) to set up models or simulations of a business process for evaluation and possible alteration.

Business process modeling (BPM) refers to the modeling of activities performed within an organization. Typically, an activity is viewed as a [workflow](http://edutechwiki.unige.ch/en/Workflow) or process composed of events, activities, gateways and (sometimes) other elements. More precisely a “business process [can be defined] as a collection of related, structured activities or tasks that produce a specific service or product (serve a particular goal) for a particular customer or customers.

**Business Process Modeling Notations:**

Business Process Modeling Notation (BPMN) is a method of illustrating business processes in the form of a diagram similar to a[flowchart](http://whatis.techtarget.com/definition/flowchart). BPMN was originally conceived and developed by the Business Process Management Initiative (BPMI). It is currently maintained by the Object Management Group (OMG).

Please look at some sample notations below.

**Business Process Modeling Notations:**

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| **IT-based activity** - documentation, sending or requesting information, for example) | **Decision point** or **Gateway** - where a decision has to be made and the flow can go more than one way. |
| business process modelling diagram symbol | business process modelling diagram symbol |
| **Action** - to be carried out by a person in the organisation. | **Event** - an action or IT-based activity from an external source or carried out by the customer. |
| business process modelling diagram symbol | business process modelling diagram symbol |

**Business Requirements Document (BRD)**

**BRD**, an acronym of Business Requirements Document is widely accepted structured document for project requirements which defines what should be delivered in order to gain value in the project. This document is designed to assist with the project management and the implementation during the entire life cycle of the project. Business requirements are consist of both functional and non-functional requirements which lead to creation or update of product, system or a software. BRD mainly emphasize on what should be the end result and it doesn’t bother how the objective is achieved.

The main objectives of a BRD are as below:

1. It should be simple and all the involved stakeholders should agree to it.
2. It should contain more business requirements rather than technical requirements, as the main motto of a BRD is what to achieve and not how to achieve.
3. It should describe the business needs in clear and concise manner.
4. It should have a logical flow and can be used as an input for next phase of the project.

The most acceptable contents of a BRD are as below:

1. Objective of the project
2. Current business state, environment and system assessment
3. Business changes to be done
4. Process detail and stakeholders(with RACI) details
5. Accepted assumptions and constraints in the project
6. Impact(or Risk) Analysis
7. Functional Requirements
8. Non-functional Requirements
9. Schedule and Budget (optional when BRD is shared with technical team)
10. Terms and Conditions (Legal information)

Finally the document should contain the business partner sign-off with the details of the review, comments and signature of the business partners.

**Requirement vs Specification**

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| **Requirements** | **Specifications** |
| They outline “what” the software must do | They outline “how” the software will be created |
| They outline the software from the end-user, business and stakeholder perspective. | They outline the software from the technical team perspective. |

**Specifications are broken down into Functional and Non-functional Requirements**

**Functional VS Non Functional Requirements**

**A functional requirement describes *what* a software system should do, while non-functional requirements place constraints on *how* the system will do so.**

An example of a functional requirement would be that a system must send an email whenever a certain condition is met (e.g. an order is placed, a customer signs up, etc).

A related non-functional requirement for the system may be that emails should be sent with a latency of no greater than 12 hours from such an activity.

The functional requirement is **describing the behavior of the system** as it relates to the system's functionality. The non-functional requirement **elaborates a performance characteristic** of the system.

Typically non-functional requirements fall into areas such as:

* Accessibility
* Capacity, current and forecast
* Compliance
* Documentation
* Disaster recovery
* Efficiency
* Effectiveness
* Extensibility
* Fault tolerance
* Interoperability
* Maintainability
* Privacy
* Portability
* Quality
* Reliability
* Resilience
* Response time
* Robustness
* Scalability
* Security
* Stability
* Supportability
* Testability

**Specification Documents**

* SRS – System/Software Requirement Specifications
* FRS - Functional Requirement Specifications
* BRS - Business Requirement Specification
* CRS - Compatibility Requirements Specifications
* PRS - Performance Requirements Specifications
* RRS - Reliability Requirements Specifications
* CRS - Configurations Requirements Specification
* TDD - Technical Design Document
* TSD - Technical Specification Document
* FSD – Functional Specification Document

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| **BRS ( Business Requirement Specification)** | **SRS (System Requirement Specification)** |
| It describes at very high level the functional specifications of the software | It describes at a high level , the functional and technical specification of the software |
| It is a formal document describing about the requirement provided by client (written, verbal) | It specifies the functional and non-functional requirements of the software to be developed |
| Usually its created by the Business Analyst who interacts with clients | Usually it’s created by the System Architect who is a technical expert. Though in smaller companies the BA will create SRS as well. Some companies do not create SRS altogether. Their BRS is detailed enough to be used as SRS as well |
| It is derived from client interaction and requirements | It is derived from the BRS |