**BUSINESS ANALYSIS PROJECT**

**MAIN GOAL IS TO PUT TOGETHER THEA TEAM, INFORM THEM GET THE PROJECT STARTED.**

**PROJECT PLAN**

**INITIATION**

**ENSURES REQUIREMENT IS WELL ORGANIZED AND ACCESSIBLE TO THE RIGHT PEOPLE.**

**REQUIREMENT MANAGEMENT PLAN**

**TO CREATE PLANS THAT CAN BE FOLLOWED FOR A SUCCESSFUL PROJECT EXECUTION.**

**DEFINE THE PROJECT PLAN DETAILS**

**STAKEHOLDER ANALYSIS & ENGAGEMENT**

**TO APPROPRIATELY PLAN FOR STAKEHOLDERS’ ENGAGEMENT AND COMMUNICATION**

**ESTABLISH PERFORMANCE MEASURES IN ORDER TO IDENTIFY NECESSARY ACTIONS TO ENABLE FUTURE SUCCESS.**

**SET PERFORMANCE MEASURES**

**DIFFERENCE OF PROJECT MANAGER AND BUSINESS ANALYST**

**PROJECT MANAGER**

1. LEADS THE PROJECT
2. COMMUNICATE STATUS
3. RESPONSIBLE FOR PROJECT SUCCESS

**BUSINESS ANALYST**

1. BRIDGES GAP BETWEEN TEAMS
2. UNCOVER BUSNIESS NEEDS
3. RESPONSIBLE FOR SOLUTION SUCCESS

**PREDICTIVE METHODOLOGY**

**ADAPTIVE METHODOLOGY**

* EMBRACE CHANGES
* OPEN FOR CHANGES OR NEW REQUIREMENTS
* AGILE
* PREDICT FUTURE
* GATHERING ALL THE REQUIREMENT BEFORE MOVING ON IMPLEMENTATION
* DOES NOT ALLOW CHANGES
* WATERFALL

**PROJECT PLAN INITIATION**

**MAIN GOAL IS TO PUT TOGETHER THEA TEAM, INFORM THEM GET THE PROJECT STARTED.**

| **Element** | **Description / Purpose** | **Examples / Notes** |
| --- | --- | --- |
| **Identify Stakeholders** | Find stakeholders using the org chart, talking to others, and reviewing past project documents. Purpose: Increase credibility and project success. | Interview, Email, Phone Call, Brainstorming |
| **Create Project Charter** | Official document that introduces and explains the project to stakeholders. | Serves as formal acknowledgment of the project and its objectives |
| **Kick-off Meeting** | First meeting with the full project team to discuss project details, objectives, and plan. | Ensures everyone is aligned and knows their responsibilities |

**REQUIREMENT MANAGEMENT PLAN**

**GOAL: ENSURES REQUIREMENT IS WELL ORGANIZED AND ACCESSIBLE TO THE RIGHT PEOPLE.**

**ELEMENTS:**

| **Element** | **What It Means** |
| --- | --- |
| **Requirement Abstraction** | How detailed the requirement needs to be – general overview or specific details. |
| **Requirement Storage and Access** | Where the requirements are kept and how people can get to them. |
| **Project Attributes** | Extra info about requirements like status, priority, owner, or version. |
| **Requirement Reuse** | Using the same requirement in more than one project. |
| **Requirement Traceability** | Following a requirement from start to finish to make sure it’s done right. |
| **Requirement Change Control Process** | Steps to manage changes to requirements without messing up the project. |
| **Requirement Approval Process** | How and when stakeholders agree that a requirement is good to use. |

*HAVING A GOOD UNDERSTANDING OF WHAT YOU WANT IN REQUIREMENTS.*

**DEFINE THE PROJECT PLAN DETAILS**

**GOAL: TO CREATE PLANS THAT CAN BE FOLLOWED FOR A SUCCESSFUL PROJECT EXECUTION.**

| **Element** | **Description / Purpose** | **Notes** |
| --- | --- | --- |
| **Break Down the Project** | **Define the project into logical parts.** | **Makes the project easier to manage and track.** |
| **Set the Project Schedule** | **Organize timeline and activities for execution.** | **• Create milestones (significant events)**  **• Estimate activity duration • Refine project start and schedule** |
| **Define a Quality Plan** | **Outline the quality requirements, standards, and assurance.** | **Ensures deliverables meet expectations.** |
| **Release Planning** | **Formulate a plan to begin using project deliverables.** | **Helps transition from development to usage.** |
| **Update Project Risks** | **Update the risk list and assessment.** | **Keeps the project prepared for potential issues.** |

**STAKEHOLDER ANALYSIS & ENGAGEMENT**

**GOAL: TO APPROPRIATELY PLAN FOR STAKEHOLDERS ENGAGEMENT AND COMMUNICATION**

| **Element** | **Description / Purpose** | **Notes** |
| --- | --- | --- |
| **Conduct Stakeholder Power-Interest Analysis** | Uses a stakeholder’s level of interest and influence to determine how to involve them in the project. | Helps manage expectations and engagement. |
| **Create a RACI Matrix** | Aligns the responsibilities of stakeholders to project tasks. | Eliminates confusion, alleviates power struggles, and removes lack of ownership. |
| **Create a Responsibility Assignment Matrix** | Aligns the responsibilities of stakeholders to project activities. | Ensures clarity of roles and accountability. |
| **Define a Collaboration & Communication Plan** | Provides guidance on the communication needs for the project. | Outlines methods, frequency, and channels of communication. |

**SET PERFORMANCE MEASURES**

**GOAL: ESTABLISH PERFORMANCE MEASURES IN ORDER TO IDENTIFY NECESSARY ACTIONS TO ENABLE FUTURE SUCCESS.**

IDENTIFY METRICS

* SCHEDULE ADHERENCE
* CUSTOMER SATISFACTION
* QUALITY ASSURANCE
* COST VARIANCE
* RESOURCE UTILIZATION
* RETURN OF INVESTMENT
* MISSED MILESTONE.