**Priya Muthu**

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**Summary:**

Over 10 years of experience as a Project Manager/Business Analyst roles for diverse industries including **Pharma, Life sciences, Insurance, Banking, Retail & Financial / Wealth Management.**Highly knowledgeable of**Project Management, Resource Planning, Business Requirements gathering, Business Process flow, Business Process Modeling and Business Analysis.**

**Expertise:**

* Created, managed and tracked project plan in MS Project.
* Identified and tracked project risks and issues
* Led project standup meetings and provided project status reports.
* In depth knowledge of the Software Development Life Cycle (SDLC) using **Agile** Methodology.
* Experienced in continuous association & interaction with users during entire life cycle of Software Development.
* Experience with business writing skills in writing Business Requirements Document (BRD), User requirements, Use Cases, Functional Requirements, System Requirement Specs (SRS) & Training material.
* Experience in Requirement gathering via conducting Joint Application Development (JAD) sessions through interviews, leading workshops, using surveys.
* Strong in identifying requirements in the areas of regression testing and regression analysis.
* Basic understanding of HTML, XML, API, JavaScript and CSS.
* Excellent written and verbal communication skills. Responsible, self-motivated, organized and goal-oriented individual with strong leadership capabilities, mentored juniors.
* Strong project management / project coordination experience in setting timeline, workflow, task management, budgeting and being the point of contact for projects.

**Education:**

Bachelor of Computer Technology,Bharathiyar University, India

**Technical Skills:**

Project Methodologies: RUP, Waterfall, **Agile**

Business Modeling Tools: MS Visio, Rational Rose, Share Point, JIRA

Requirement Management Tools: Rational Requisite Pro

Defect Tracking Tools: Quality center

Operating Systems: Windows 8/10/2008

Automated Tools: Mercury WinRunner, Mercury Test Director 7.6

Databases: Oracle (8i/9i/10g/11g), SQL Server 2008, MS Access

Data Modeling and Other: MS Project 2013, TOAD, Quality Center

Desktop Software: Microsoft Word, Excel, PowerPoint, Google Docs, Microsoft Office, Power BI

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**Professional Experience**

**Astra Zeneca, Wilmington, DE Aug 2017 - Present**

**Sr. Business Analyst– Pharma / Life Sciences**

**Dynamic Data Ingestion and Optimization**

To dynamically ingest data from a landing zone (AWS S3 bucket/ other folders) into EDH. Before ingesting the data, any special characters must be removed and 6 different lookups must be done for mastering AZ IDs for external Ids ingested in the raw files.

**Responsibilities:**

* Collaborated with SMEs and Data owners to create a list of all datasets that are in scope.
* Identified the current challenges in ingesting accurate data.
* Identified various Lookup functions that had to be implemented.
* Prepare User Requirement Specifications, Functional Specifications and Traceability matrix documents.
* Worked with development team and QA team during the implementation process.
* Assigned, tracked workflow and project timeline.
* Acted as the main point of contact for the progress of the project.

**Study Data - SAS Views**

To provide specific views of the data from EDH to be used for reports and analytics.

**Responsibilities:**

* Worked with the business stakeholders to identify datasets that are in scope for the views.
* Developed plan for complete views and partial views of data as per stakeholder requirements.
* Prepared Functional Requirements for the development team.
* Worked with SAS team to test and implement the views.
* Assigned, tracked workflow and project timeline.
* Acted as the main point of contact for the progress of the project.

**Study Data Enablement and Analytics**

To collect data from various vendors, clean and master the data which then can be used for drug pre-launch analytics and reports.

**Responsibilities:**

* Defined the scope of the project, gathering business requirements, doing gap analysis and document them.
* Wrote Functional Requirement Specifications (FRS) and User Requirement Specifications (URS).
* Understood and articulated business and reporting requirements to the development team
* Assigned, tracked workflow and project timeline.
* Acted as the main point of contact for the progress of the project.

**Environment:** MS Project 2013, MS Excel, Confluence, **Agile, JIRA**

**Glaxosmithkline, Collegeville, PA Jan 2016 – Jun 2017**

**Business Analyst– Pharma / Life Sciences**

**Master Data Repository**

To plan and execute master data repository project for application/system/software inventory. Collaborated with Service Owners, Data Owners, Subject Matter expertsfrom across the globe for data collection.

**Responsibilities:**

* Prepare the project plan for creating the master data repository of the all the application and software used in the R&D IT.
* Manage the timeline, budget and resource allocation.
* Follow **Agile** methodology to plan, organize and manage the team meeting with the stake holders to collect the information.
* Document and prepare dashboard reports about the overall progress.
* Plan, conduct and maintain the meeting notes for every sprint sessionin Share Point.
* Use data quality tools like Ataccama Data Quality Center to identify inconsistencies, duplication and gaps in and between data sets.

**Environment:** MS Project 2013, MS Excel, MS Share Point, .NET, Oracle, **Agile, JIRA**

**Casewise Implementation**

To implement a Business Process Modeling (BPM) Tool for effective document management and governance.As a Project Manager, responsible for managing the identification and purchase of commercially off-the-shelf productto manage end to end business process modeling.

**Responsibilities:**

* Worked with Business Sponsors in identifying a tool to simplify business process modeling.
* Prepared statement of work, cost benefit analysis, risk assessment, project and resource plans, and managed project communications at all levels of the organization.
* Planned and mediated **JAD sessions** with development, business, and executive teams to elicit, analyze needs and define system specifications, prepared gap analysis, documented and defined business requirements, functional specifications, use cases, workflows, wireframes and design concepts, interacting with development teams to ensure successful development of requirements.
* Followed **Agile**methodology and conducted daily sprint sessions to follow through daily, weekly and monthly goals.
* Prepared, reviewed, finalizedUser Requirements and System Requirements documents.
* Planned and coordinated system releases with business, technology and infrastructure teams.
* Developed, documented, and implemented new processes and procedures across multiple business groups.
* Oversaw resolution of system issues through first line production support and coordination with technology teams.

**Environment:**MS Project 2013, MS Excel, MS Share Point,MS Word, **Agile, JIRA**

**Safire System Enhancements**

Managed the issue resolution project to fix PDF rendering issues in existing document management system.

**Responsibilities:**

* Helped Business Stakeholders in identifying and listing the issues they are facing in PDF rendering.
* Prepared the project plan, resource plan and managed the time line.
* Planned and conducted detailed interviews with both business and IT team to gather User Requirements and System Requirements.
* Prepared, reviewed and finalized User Requirements and System Requirements documents.
* Worked with various business teams to gather all issues currently facing and to add any new enhancements the stakeholders wanted in the system.
* Worked as a liaison between Business and IT teams in converting business requirements to functional specifications.

**Environment:**MS Project 2013, MS Excel, MS Share Point, MS Word, **Agile**

**Celgene, New Jersey Jan 2014–Dec, 2015**

**Business Analyst –Pharma**

**Study Monitoring Dashboard**

To manage the consolidated datamart project by importing clinical data from EDC applications.BI reports and dashboards are developed for the senior management team using the consolidated data mart.

**Responsibilities:**

* Planned and scheduled project timelines and milestones.
* Defined project scope, objectives, resources and deliverables to identify key issues, approaches and performance metrics.
* Analyzed business requirements and developed User requirement documents (URS), Functional specifications Documents (FSD) that included business rules, use cases, activity diagrams.
* Followed the UML based methods to create Business flow diagrams, Use Case diagrams, Activity diagrams and State diagrams.
* Assisted in system and User Acceptance Testing, performed client presentations.

**Environment:** MS Project 2013, SQL Server, .NET, Visual Studio, Crystal Reports, Oracle, **Agile**

**Harleysville Insurance, PAApr 2012 – Dec 2013**

**Business Analyst– Finance**

To create aportfolio of applications topropose solutions for client’s savings and investment scenarios.

**Responsibilities**:

* Used **Rational Unified Process** (RUP) framework using the Requisite Pro tool.
* Worked on preparing vision document that contains Business Requirement Documents for an annuity plan and supporting documents that contain the essential business elements and detailed definitions.
* Planned and defined Use Cases, created Use Case diagrams, Scenarios and Use Case Narratives.
* Experience in creating Activity Diagrams, Sequence Diagrams in **Rational rose**, tractability matrix in Requisite Pro, design activities, and test cases.
* Depicted website page layout and textual arrangements, prototyping by creating **wireframes**
* **JAD sessions** with management, development team, users and other stakeholders to refine functional requirements.
* Created and managed project templates, use case templates and requirement types.

**Environment:**Visual Studio.Net 2003, MS Project 2000, UML, RUP, MS Excel, SQL Server, Windows.

**Wells Fargo, Philadelphia PA Mar 2011 – Apr 2012**

**Business Analyst – Banking / Financial / Wealth Management**

To build a self-service Wells Fargo Online Brokerage Account service for individual investors.  

**Responsibilities:**

* Worked closely with various stakeholders of the online Trade Brokerage Account team to extract asset allocation models and policy statements over different phases of investor lifecycle.
* Facilitated JAD sessions with Subject Matter Experts (SMEs) and other stakeholders to define the project scope and to analyze the possible technical solutions for the comprehensive online investment management service.
* Performed Gap analysis by identifying and comparing the existing platforms and technologies with the current system to ensure the enhancements meet the end state requirements.
* Actively interacted with different departments including investment management and online banking to integrate the brokerage account with the Wells Fargo online banking portal so that customers could access the value of their entire household and each individual account on one easy-to-read page.
* Coordinated with system architects and developers to identify data privacy, access control policies and to convert business requirements into system requirements.
* Analyzed business requirements and segregated them into use-cases. Created Use-Case Diagrams, Activity Diagrams, Sequence Diagrams, Collaboration Diagrams and Class Diagrams using Rational Rose following UML methodology.
* Partnered with the Technical Department in the research and resolution of System and User Acceptance Testing (UAT).

**Environment:**Microsoft Office Suite, MS Visio, Rational Rose, Rational Requisite Pro, SQL, Oracle

**Delaware Valley Financial Services, PA Apr 2009 – Feb 2011**

**Business Analyst – Finance / Investments/ Wealth Management**

Application to provide the DVFS customers with various financial services such as buy and sell fixed income, annuities and retirement planning products. The application also provided customers with real time access to their accounts and electronic statements.

**Responsibilities:**

* Gathered business requirements by conducting interviews with business users, stakeholders, and Subject Matter Experts (SME’s)
* Prepared Business Requirement Document and used Rational RequisitePro to manage, analyze, and convert business requirements into functional specifications
* Designed Data Flow Diagrams (DFD’s), Entity Relationship Diagrams (ERD’s), and web page mock ups using Rational Rose and MS Visio.
* Worked with Rational Clear Case and Rational Clear Quest to automate and enforce the development processes and aid with configuration management
* Managed schedules and collaborated with different teams working on the project

**Environment:** Rational Requirements Management tools, MS Office Suite, MS Visio, VBScript, JavaScript, ASP, HTML, DHTML, MS SQL Server, IIS Server, Windows NT

**Amway**, **Ada**, **MI Oct 2008–Mar 2009**

**Business Analyst – Retail**

To build a robust BI data analytics system for Amway. Business users can view required analytical information at a dashboard and further drilldown, drill up and drill across the relevantdata.

**Responsibilities**:

* Participated in cross functional teams to determine the \*as is\* process throughout the global business and then developed a more efficient, lean and standardized process model
* Provided functional system configuration support in partnership with IT to design, build, test, deploy and maintain package application software
* Responsible for assisting the business in troubleshooting and root cause analysis of process and technology failures
* Assisted in developing prioritization strategies for the supply chain function globally
* Provided expert configuration leadership to functional subject matter experts and collaborated on portfolio management, process design, IT request prioritization and knowledge management
* Optimized cross-functional processes resulting in tighter upfront specifications and project objectives resulting in reduced lead time and waste

**Environment:** SQL Server, Oracle, .NET, Visual Studio, MS Project 2000