# General Questions

1. **Tell me about yourself.**

Hello, I'm Pooja Pokharel. I completed my master's in software engineering from Charles Darwin University. During my studies, I worked as a project leader, where I had the opportunity to work for the real-world projects and work closely with clients, I am now looking to begin my career as a Business Analyst. I aim to gain experience, grow professionally, and contribute to meaningful projects that create impactful solutions for the community.

1. **Why do you want to work as a Business Analyst?**

During my academic projects, I found that understanding requirements, Data analysis and communicating with stakeholders were aspects of the work that I am passionate about. I see this role as an opportunity to use my skills to make a positive impact, improve business processes, and contribute to real-world projects that deliver meaningful value.

1. **Why NT government job**

I am applying for a role in the Northern Territory government because working with the government will allow me to contribute to the community directly. It is satisfying to know that my work will help bring positive changes, improve public services, and create a meaningful impact on people's lives.

# Technical Questions

1. **What is the difference between a Use Case and User Story?**

A **Use Case** describes how a user interacts with a system, outlining various scenarios. It is often more detailed. A **User Story** is a short description from the user's perspective, like "As a student, I want to book an appointment so that I can get academic advice." It focuses on user needs and is commonly used in Agile.

1. **How have you used Power BI in your previous projects?**

I used Power BI in the Student Appointment Booking System to analyze appointment data. This helped us identify peak times and allocate resources more efficiently. I created dashboards that provided insights into booking trends, which stakeholders used to make data-driven decisions.

# Scenario-Based Questions

1. **How would you gather requirements for a new project?**

I would start by meeting stakeholders to understand their needs through interviews, workshops, and surveys. I would document these requirements using user stories or use cases and confirm them with stakeholders to ensure accuracy. I would also prioritize the requirements based on business value.

1. **What is your weakness?**

**I can be quite detail-oriented, which sometimes slows me down. To manage this, I set clear timelines and prioritize tasks, which has helped me become more efficient without losing focus on quality.**

1. **What is your Strength?**

**I am highly adaptable, which allows me to quickly adjust to changing requirements and new challenges**

1. **What would you do if there is a conflict between stakeholders regarding requirements?**

I would arrange a discussion between the stakeholders to understand each perspective. I would use data and facts to help support the decision-making process and aim to find a solution that aligns with business goals while addressing the concerns of all parties involved.

1. **How do you handle changing requirements?**

First, I evaluate the impact of the change on the project scope, timeline, and resources. I communicate this impact to stakeholders and, if necessary, adjust the project plan. I make sure all changes are documented, and the team is informed to ensure smooth implementation.

1. **How do you ensure that everyone in the team is aligned with the project objectives?**

I make sure everyone understands the goals by organizing regular check-ins and encouraging open communication. I also help document our progress and key objectives to keep everyone on track. This ensures that we’re all working towards the same outcome.

1. **How do you handle a situation when a team member isn't contributing effectively?**

Answer: I would approach the team member privately to understand any challenges they might be facing. I would offer my help and discuss ways we can redistribute tasks if needed. I believe empathy and support are crucial for motivating team members to contribute effectively.

# Behavioural Questions

1. **Describe a time when you faced a challenging situation in a project.**

In the Student Appointment Booking System project, we had a situation where a client frequently changed their requirements. **To handle this, I organized weekly meetings to clarify their needs and set realistic expectations. This proactive approach helped minimize misunderstandings and allowed us to adapt the project accordingly**.

1. **How do you ensure that the solutions you propose are aligned with business objectives?**

I always begin by understanding the business objectives through discussions with stakeholders. I ensure that proposed solutions are aligned with these goals by validating them with stakeholders and adjusting as needed. Regular feedback loops also help ensure alignment throughout the project.

# Analytical and Problem-Solving Questions

1. **How would you use data to drive decision-making?**

I would start by collecting relevant data, cleaning and organizing it , and analyzing it using Power BI. I would then use visualizations to present insights that are easy to understand, allowing stakeholders to make informed decisions.

1. **What methods do you use to validate requirements?**

I use methods like walkthroughs, reviews, and prototypes to validate requirements. Engaging stakeholders in these validation activities ensures the requirements meet their needs and reduces the risk of miscommunication.

example; During the Student Appointment Booking System project, I spent too much time on minor UI details, which slowed progress. To manage this, I set clear timelines and prioritized core tasks first, then refined details later. This approach helped me stay efficient while maintaining quality.

**Difference between functional requirement and nonfunctional requirement**

**Functional Requirements:**

Describe what the system should do. Define the specific functions of a system, such as features, actions, or tasks.

Examples: "The system must allow users to create an account," "The user should be able to generate reports," "The app must provide real-time notifications."

**Non-Functional Requirements:**

Describe how the system should perform. Define the system's quality attributes, such as performance, usability, security, and reliability.

Examples: "The system should load a page within 2 seconds," "The system must be available 99.9% of the time," and "Data must be encrypted for security."

**Business Process Model and Notation (BPMN) Diagram**

A Business Process Model and Notation (BPMN) Diagram is a visual tool used to map out the steps of a business process. It uses standardized symbols to show tasks, decision points, events, and the flow between them, making it easier for teams to understand and analyze how a process works.

**Use Case Diagram**

A Use Case Diagram shows how users (actors) interact with the system and what actions they can perform.

**Entity-Relationship (ER) Diagram**

An Entity-Relationship (ER) Diagram is used to visually represent the structure of a database, showing how different entities (objects) relate to each other.

**DFD – Data Flow Diagram**

A DFD represents how data flows through the system. It shows where data comes from, how it is processed, and where it goes.