**Requirements Matrix**

**Province of Nova Scotia – SMP RFP Development Phase**

| **Requirement** | **Candidate Experience (Months)** | **Candidate’s Experience Description** |
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| **Mandatory Skillset & Expertise** | | |
| Experience in project management | 84 | **Company**: HCL Technologies – **Sr.Business Analyst**  **Client**: State Street –  **Project 1** - **Portfolio Business Services – Legacy to Modernization (Jul 2021 to Sep 2023) 2.5 years**   * Terris as a Senior Business Analyst led and managed two Scrum teams, overseeing 14 members each, to streamline a complex project involving Guidewire applications and Legacy-to-Modernization upgrades. * Terris was keenly involved in the implementation of projects totaling 6.7 million. * She is good at eliciting, documenting, and analyzing business requirements from stakeholders for Complex functionalities. * As a business analyst she has a strong experience in implementing Maturity Models for Business Analysis and conducted self-assessments on Data Modeling and Data Documentation. |
| Ability to manage dependencies across components and tasks and can sequence work appropriately to deliver the highest value. | 72 | **Company**: HCL Technologies – **Sr.Business Analyst**  **Client**: State Street –  **Project 1** - **Portfolio Business Services – Legacy to Modernization (Jul 2021 to Jun 2022)**   * She was also involved in n Smoke, Functional, Regression testing, Defect management, Test metrics creation, UAT & Incident RCA, and daily status reporting as part of Project delivery. * She was owning and coordinated all Scrum ceremonies, including Sprint Planning, Daily Standups, Sprint Retrospectives, Sprint Demos, Story Grooming, and Release Planning.   **Project 2:**  **Company**: Tata Consultancy Services –**Business Analyst**  **Client: Citi Bank**  **Project 1** – **Custody Operations - Oct 2013 to Jul 2021**   * Terris was involved in all phases of project delivery from initiation, planning, execution, delivery and sign-off. * As a Business Analyst she is experienced in the development of a business rules engine, payment processing, refund, and SWIFT payment systems. * As a proxy product owner she was owning the Capacity plan, iteration board, sprint backlog, velocity charts, backloggrooming sessions, daily scrum, sprint review, and retrospectives. |
| Strong skills in workshop planning and facilitation. | 72 | **Statestreet | Jul 2021 to Sep 2023**   * Terris has successfully adopted the Agile and Lean framework and delivered projects. * She has strong experience in preparing requirements, use cases, data modeling, documentation and setting up workshop on requirements walkthrough to Dev/QA   **Citi Bank | Oct 2013 to Jul 2021**   * She has Successfully transitioned the team from a waterfall mindset to Agile through the development of 40+ training materials, fostering a comprehensive understanding of Agile delivery. |
| Excellent communications skills to effectively interact with project team members, vendors, subject matter experts, users, and other stakeholders. | 120 | **Project 1** - **Portfolio Business Services – Legacy to Modernization (Jul 2021 to Jun 2022)**  **Project 2** – **Custody Operations - Oct 2013 to Jul 2021**   * Terris has a strong verbal and written communication and interacts with multiple stake holders during the Bi-weekly meeting, Monthly Cadence meeting with Stake holders. * She was driving the Scrum team organizing and co-ordinating with different vendors, subject matter experts, delivery team and Stake holders. * She communicates the progress, highlights the risks and updates the status in a timely manner through communication cadence. |
| **Optional Competencies** | | |
| Experience working with Public Sector software projects. | - | NA |
| Experience writing documents for the procurement of technical solutions. |  |  |
| Strong skills in the use and knowledge of Microsoft Project, Microsoft Teams, Confluence, JIRA, and other collaboration tools. | 72 | Strong knowledge in Microsoft Project, Microsoft Teams, Confluence, JIRA, and other collaboration tools. |
| PMP designation. |  |  |

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| **Unique Value Proposition (1 page max)** |
| **HCL Technologies, Chennai | Jul 2021 to Sep 2023**  **Senior Business Analyst/Data Analyst | Statestreet (Insurance) – 22 months**   * Led and managed two Scrum teams, overseeing 14 members each, to streamline a complex project involving Guidewire applications and Legacy-to-Modernization upgrades. * Spearheaded the implementation of projects totaling 6.7 million, providing leadership to over six application teams and multiple concurrent Scrum teams. * Created database objects such as tables, views, stored procedures, triggers etc for modernization. * Successfully drove the adoption of Agile and Lean frameworks, resulting in a 20% increase in product efficiency. * Coordinated Scrum ceremonies, including Sprint Planning, Daily Standups, Retrospectives, Demos, and Release Planning. * Served as a Proxy Product Owner, defining, documenting, and maintaining requirements in the development process to ensure the delivery of the Sprint Backlog. * Implemented Maturity Models for Business Analysis and conducted self-assessments on Data Modeling and Data Documentation. * Created complex SQL queries to move the PBS data from Staging to DB and compare the source data with target * Execution of database queries and business process against sensitive data to support customer requirements using SQL * Performed SQL backup and restore tasks on various SQL servers. * Demonstrated expertise in Smoke, Functional, Regression testing, Defect management, Test metrics creation, UAT & Incident RCA, and daily status reporting. * Coordinated with development teams to eliminate impediments and ensure timely delivery, resulting in a 15% reduction in sprint delays. * Proficient in Automation tool Tosca and experienced in Performance testing using JMeter and Mule.   **Business Analyst | Citi Bank |Custody Operations - Oct 2013 to Jul 2021**   * Served as Scrum Master for a 12-member team specializing in Java, SWIFT, PHP, and SQL, employing Agile methodologies and Scrum ceremonies to ensure timely product delivery. * Successfully transitioned the team from a waterfall mindset to Agile through the development of 40+ training materials, fostering a comprehensive understanding of Agile delivery. * Specialized in the development of a business rules engine, payment processing, refund, and SWIFT payment systems. * Demonstrated strong expertise in Scrum methodology, facilitating collaboration between Dev and QA teams on business requirements, Sprint planning, Sprint reviews, and retrospectives. * Managed both Onshore and Offshore QA teams as QA Manager, overseeing financials and project forecasting. * Implemented test management tool using RPA UI path to generate policies through OIPA policy centre that helped in creating bulk policies for development and system testing. |

**RESUME**

Please provide Resume (Must be able to cross reference resume and matrix) - The resumes must be easy to cross reference to these requirements and must cover the full range of stated requirements.

**REFERENCES**

Three (3) references must be provided and be valid within the last five years. References provided will contain:

**Reference # 1**

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| --- | --- |
| Client Name: Name of client organization | Citi Bank |
| Service Description: A description of the nature, scope and duration of the services provided to the client; | Project: Custody Operations  Role: Scrum Master / Business Analyst  Duration: Oct 2013 to Jul 2021 |
| Client Satisfaction: Proof of client satisfaction with the proponent’s performance | Terris is a strong Business analyst skilled in requirement analysis, Use case creation, deriving the maturity model and data modeling. She has a good project management skill and driving the Custody operations project for 4 years as a Business Analyst/Scrum Master. She has received multiple accolades from Customers on her performance. |
| Client Contact: The name, phone/fax numbers and e-mail address (if available) of any appropriate contact for the client organization. This individual must be available to be contacted during the evaluation period | Name: Sundar Rajan  Phone: 9029941462  Email address: [sundar.seshadri5@gmail.com](mailto:sundar.seshadri5@gmail.com) |

**Reference # 2**

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| Client Name: Name of client organization | StateStreet |
| Service Description: A description of the nature, scope and duration of the services provided to the client; | Project: InsuranceNow Guidewire  Role: Senior Business Analyst  Duration: Jul 2021 to Sep 2023 |
| Client Satisfaction: Proof of client satisfaction with the proponent’s performance | Terris was handling 2 projects in Statestreet – PBS Legacy to modernization and Insurance now guidewire Policy admin system. She was a Senior Business Analyst and completely owning the Scrum team in all phases of development and supporting testing team. She has good business analysis skill and been helpful in all the requirement phase till sign-off. |
| Client Contact: The name, phone/fax numbers and e-mail address (if available) of any appropriate contact for the client organization. This individual must be available to be contacted during the evaluation period | Name: Muthu Kumar  Phone number: +91 – 8056158975  Email address: [Muthukumar.v@hcl.com](mailto:Muthukumar.v@hcl.com) |