**BA Work Plan Document**

**PROJECT: STANFORD INSTITUTE 002**

**Overall Status:**

**ON TRACK**

**LEGEND:**

|  |  |
| --- | --- |
|  | **Inactive** |
|  | **Initiated** |
|  | **In-Progress** |
|  | **On Hold** |
|  | **Final Phase** |
|  | **Completed** |

**DELIVERABLES FOR BUSINESS ANALYSTS**

|  |  |
| --- | --- |
| **Week 0** | **Date & Status** |
| **Introduction Week** | 07 May, 2022 |
| **Task 1:** Check and understand the project mandate | 08 May, 2022 |
| **Task 2:**Pay attention to the features of the project  **Task 3:** Understand the project aim and objective  **Task 4:** Attend the kick off meeting | 08 May, 2022  08 May, 2022  09 May, 2022 |
| **Completion:** | 09 May, 2022 |

\*For this week, we organised a team meeting to decide on subsequent meeting times\*

|  |  |
| --- | --- |
| **Week 1** | **Date & Status** |
| **Project Kickoff: Initiation Stage** | 07May, 2022 |
| **Task 1:** Create BA Work Plan | 10 May, 2022 |
| **Task 2:** Identify the High- and Low-levelRequirements | 13 May, 2022 |
| **Task 3**: Hold requirement workshop with the team | 16 May, 2022 |
| **Task 4:**Prepare requirement gathering workshop agenda | 16– 18 May, 2022 |
| **Completion:** | 19 May, 2022 |

\*For this week, we created our work plan, the PMs and BAs had a requirement workshop gathering workshop where we were able to identify the HLR and LLR\*

|  |  |
| --- | --- |
| **Week 2** | **Date & Status** |
| **Task 1:** Start writing user stories | 20 – 23May, 2022 |
| **Task 2:** Compile the Acceptance Criteria | 24 – 26May, 2022 |
| **Completion:** | 26May, 2022 |

|  |  |
| --- | --- |
| **Week 3**  **Planning Stage** | **Date & Status** |
| **Task 1:** Draft User stories and acceptance criteria document | 27– 30May, 2022 |
| **Task 2:**Get familiar with **Trello**and make sure to **move your cards**to show progress on deliverables | 31May – 2 June, 2022 |
| **Completion:** | 2June, 2022 |

|  |  |
| --- | --- |
| **Week 4** | **Date & Status** |
| **Task 1:** Update Trello board with signed-off documents | 3Jun – 4Jun, 2022 |
| **Task 2:** Create a Scope document | 5Jun – 6Jun, 2022 |
| **Task 3:** Conduct Gap Analysis | 7 Jun – 8 Jun, 2022 |
| **Task4:** Submit an updated BA Work Plan | 9 Jun, 2022 |
| **Completion:** | 9Jun, 2022 |

|  |  |
| --- | --- |
| **Week 5**  **Design Stage** | **Date & Status** |
| **Task 1:** Gather the information or steps to draw the process map | 10 - 11 Jun 2022 |
| **Task 2:** Create Process Maps | 12 - 14 Jun 2022 |
| **Task 3:** Submit an updated BA work plan | 15 - 16 Jun 2022 |
| **Completion:** | 16 Jun 2022 |

|  |  |
| --- | --- |
| **Week 6** | **Date & Status** |
| **Task 1:** Createhigh fidelity wireframe/Prototypefor the features | 17 - 19 Jun 2022 |
| **Task 2:** Submit an updated BA work plan | 20 - 21 Jun 2022 |
| **Task 3:** Revise the AGILE Scrum guide | 22 – 23 Jun 2022 |
| **Completion:** | 23 Jun 2022 |

|  |  |
| --- | --- |
| **Week 7**  **Development Grooming & Planning** | **Date & Status** |
| **Task 1:** Ensure all work items are added to Azure | 24 - 25 Jun 2022 |
| **Task 2:** Ensure developer and tester are well aligned | 26 - 27 Jun 2022 |
| **Task 3:** Work with Software Tester on creating test plan based on the acceptance criteria | 28 – 29 Jun 2022 |
| **Task 4:** Work with Software Tester to create User Acceptance Test | 30 Jun 2022 |
| **Completion:** | 30 Jun 2022 |

|  |  |
| --- | --- |
| **Week 8**  **Sprint Development** | **Date & Status** |
| **Task 1**: Work with developer to validate requirements | 1 July 2022 |
| **Task 2**: Align all documents with the developer | 2 July 2022 |
| **Task 3:**Learn how to conduct a User Acceptance Testing (UAT) | 3 July 2022 |
| **Task 4:**Join the Sprint planning meeting | 4 July 2022 |
| **Task 5**: Support the development team | 5 July 2022 |
| **Task 6:**Update the Trello board | 6 July 2022 |
| **Task 7**: Send in assessment for week 8 | 7 July 2022 |
| **Completion** | 7 July 2022 |

|  |  |
| --- | --- |
| **Week 9** | **Date & Status** |
| **Task 1:** Conduct a UAT with the Product Owner | 8 – 11 July 2022 |
| **Task 2:** Send in assessment for week 9 | 12 – 14 July 2022 |
| **Completion** | 14 July 2022 |

|  |  |
| --- | --- |
| **Week 10** | **Date & Status** |
| **Task 1:** Support the development team | 15 – 17 July 2022 |
| **Task 2:** Update the Trello board | 18 – 20 July 2022 |
| **Task 3:** Send in assessment for week 10 | 21 July 2022 |
| **Completion** | 21 July 2022 |

|  |  |
| --- | --- |
| **Week 11** | **Date & Status** |
| **Task 1:**Conduct UAT with Product Owner | 22 – 24 July 2022 |
| **Task 2:**Draft Product quality report | 25 – 26 July 2022 |
| **Task 3:**Send in assessment for week 11 | 27 – 28 July 2022 |
| **Completion** | 28 July 2022 |

|  |  |
| --- | --- |
| **Week 12**  **Project Closure** | **Date & Status** |
| **Task 1:** Conduct final UAT with Product Owner | 29 July – 6 August 2022 |
| **Completion** | 6 August 2022 |

## **Project Team**

|  |  |
| --- | --- |
| **Role:** | **Name** |
| **Program Manager** | Jean Durogene |
| **Submitted By** | Business Analysts for S1002 |
| **Team Members** | Randolph Ogbekhilu  Victor I. Azuokwu  Chioma Nnama  Samaila Ladidi Jarumi  Ogundipe Olufunsho |
| **Approved By** |  |

**Why are we doing this?**

The aim of this project is to create a website for a Stanford institute, a training institution based in the UK. The website is aimed at creating a platform where both student and staff can communicate, collaborate, teach and learn hitch free. It is also geared towards creating visibility for the business, attracting candidates and business owners in need of the services the company provides, thereby generating revenue.

**Goals**

The goal of this product is to help Stanford achieve its strategic objectives which are; to go fully online, improve and streamline its internal processes, attract new users (individuals and corporate organizations) and drive users’ (tutors, students and admin) engagement. These goals also include drawing traffic to the business, increasing visibility and generating more revenue.

**Scope**

|  |  |
| --- | --- |
| In Scope - What are you going to do? | Out of Scope - What are you NOT going to do? |
| Testimonials  Contact us  Terms and Policies  Link to the social media platforms | 1. The blog |