Business Analyst

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Business Analyst

Introduction

⇨ Introduction to Business Analysis
⇨ Roles and Responsibilities
⇨ Who all work as a BA
⇨ Pre-Requisites of this course
⇨ Business Analyst Career Path
⇨ Salary Trends and Job Openings

Skills Set

⇨ Analysis
⇨ Detailed Analysis
⇨ Business Process
⇨ Business/Service Line
⇨ Leadership
⇨ Decision Making
⇨ Problem Solving Skills
⇨ Planning
⇨ Listing and Documentation
⇨ Visualization

Right Direction with Your Team

⇨ Team Handling
⇨ Communication
⇨ Collaboration
⇨ Monitor

How You are into the Software

⇨ Software Development Process
⇨ Design
⇨ Development
⇨ Testing
⇨ Deploy
⇨ Importance of BA in the Different Applications

Project vsProduct

⇨ What is a Project
⇨ What is a Product
⇨ SMART Analysis
⇨ Project Team
⇨ Product Team

⇨ Business Analyst in the Project Team
⇨ Business Analyst in the Product Team

Project Management Life Cycle

⇨ Traditional Project Management
⇨ Take your Initiation
⇨ Plan your tasks
⇨ Start the Execution phase
⇨ Monitor and Control
⇨ Get the Signoff

Product Management Life Cycle

Product Development Management
⇨ Idea without fail
⇨ Research More
⇨ Do the Analysis
⇨ Implement the solution
⇨ Test the Results
⇨ Introduce to the Market

Product Growth Management
⇨ Introduce to the Market
⇨ Define the Growth
⇨ Identify the Maturity
⇨ Decline the Product

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Types of Software Projects

⇨ Fixed
⇨ Migration
⇨ Customization
⇨ Maintenance
⇨ Incremental

IT Deployment Environments

⇨ Feature Based
⇨ Development –Dev
⇨ QA -Staging
⇨ UAT
⇨ Production

SDLC

⇨ Requirement & Analysis
⇨ Planning
⇨ Design
⇨ Implementation/Code/Develop
⇨ Testing
⇨ Deploy
⇨ Maintenance

SDLC Models

⇨ V-Shape
⇨ Spiral
⇨ Prototype
⇨ WaterFall
⇨ Iterative and Incremental
⇨ Agile

Documentation Tools/Software's

⇨ Confluence
⇨ SharePoint
⇨ MS Word
⇨ MS PPT

⇨ MS Excel
⇨ Notepad ++
⇨ OneNote
⇨ Notepad/Sticky Notes

Process Flow Tools

⇨ What is Process Flow
⇨ Why we are using this
⇨ Business scenarios to use
⇨ Miro-Tool
⇨ xMind-Tool

Flow Charts

⇨ What is Flow Charts
⇨ Why we are using this
⇨ Business scenarios to use
⇨ Draw.io
⇨ Lucid Chart
⇨ MS Visio

JIRA

⇨ What is JIRA Software
⇨ How to Use it
⇨ Create an Account
⇨ Login an account
⇨ Create a Project
⇨ Invite Users
⇨ Create Teams
⇨ Observe the Tracking Structure
⇨ Create/Add EPIC/Story/Task/Bug
⇨ Assignments
⇨ Workflow and Status changes
⇨ Roadmap
⇨ Backlogs
⇨ Sprints

Azure DevOps-ADO

⇨ What is ADO Software
⇨ Why we are using
⇨ Create an Account
⇨ Login an account
⇨ Create a Project
⇨ Create a Team
⇨ Setup Team Capacity
⇨ Observe the Tracking Structure
⇨ Discussion on Issue Types
⇨ Create/Add
   a) EPIC
   b)Features
   c) User Stories
   d) Tasks
   e) Bugs
⇨ Assignments
⇨ Status changes
⇨ Roadmaps
⇨ Backlogs
⇨ Sprints

Trello

⇨ What is Trello Software
⇨ How to Use it
⇨ Create an Account
⇨ Login an account
⇨ Create a Board
⇨ Invite Users
⇨ Create a Cards
⇨ Create Status Categories
⇨ Assignments
⇨ Uploads
⇨ Check default templates

Wireframe/MockUp/Prototype

⇨ What is Wireframe
⇨ What is Mockup
⇨ What is Prototype
⇨ Understanding why we use
⇨ High fidelity and Low fidelity
⇨ Important things to understand beforehand
⇨ Usage Concepts
⇨ Create Pages

⇨ Create Folders
⇨ Drag n Drop Mechanism
⇨ Elements and Components
⇨ Templates
⇨ Preview and Explain
⇨ Adding Interactivity to your Prototype
⇨ Finalize the Strategy with
⇨ Invision and Marvel App

Business Area

⇨ Objective
⇨ Need
⇨ Business Case & Use Case
⇨ As Is -To Be Process
⇨ Business Process
⇨ Business/Service Lines

Analysis Techniques

⇨ INVEST
⇨ SWOT
⇨ MoSCoW
⇨ CATWOE
⇨ MOST

Domain Knowledge

⇨ Types of Domains
⇨ Importance of the Domain Knowledge
⇨ Learning techniques for New Domains
⇨ How to learn
⇨ Perform on brand new domains

Requirements

- ⇨ What is a Requirement
- ⇨ Importance of Requirements for IT Projects
- ⇨ Importance of Requirements in Scrum Cycle
- ⇨ Types of Requirements:
- ⇨ Business
- ⇨ Architecture
- ⇨ Testing
- ⇨ Solution Analysis
- ⇨ Data Requirements
- ⇨ Transition/KT/Demo
- ⇨ Non-Functional
- ⇨ System
- ⇨ Ad-hoc

Elicitation Techniques

- ⇨ What is Requirement Elicitation
- ⇨ Requirement Elicitation Techniques
- ⇨ Brainstorming
- ⇨ Document Analysis
- ⇨ Interviews
- ⇨ Workshops/JAD
- ⇨ Observation
- ⇨ Prototyping
- ⇨ Focus Group
- ⇨ Interface Analysis
- ⇨ Stakeholder Collaboration
- ⇨ Document the Results

Manage Requirements

- ⇨ What is Requirements Analysis
- ⇨ Prioritize Requirements
- ⇨ Coordinating with product team
- ⇨ Confirming with the Stakeholders
- ⇨ Define in-scope
- ⇨ Define Out-off scope
- ⇨ Define assumptions
- ⇨ Final Validating for Requirements
- ⇨ Formal documents and mail to stakeholders/clients/product team

Documentations

- ⇨ Why Documentation
- ⇨ Importance of the Documentation in different methodologies
- ⇨ Types of Different Docs:
- ⇨ Business Requirements Document (BRD)
- ⇨ Software Requirement Specification (SRS)
- ⇨ Functional Requirements Document (FRD)
- ⇨ Non-Functional Requirements Document (Non-FRD)
- ⇨ Product Requirements Document (PRD)
- ⇨ User Interface Requirements flow (User Guide)
- ⇨ Technical Requirements Document (TRD)
- ⇨ UAT Test Case Document (UATD)
- ⇨ Test Case Document (QA -TC)

UML- Structural

- ⇨ What is UML
- ⇨ Analyzing skills set in UML
- ⇨ Why we are using the UML diagrams
- ⇨ Structural UML diagrams
- ⇨ Class diagram
- ⇨ Package diagram
- ⇨ Object diagram
- ⇨ Component diagram
- ⇨ Composite structure diagram
- ⇨ Deployment diagram

UML- Behavioral

- ⇨ Behavioral UML diagrams
- ⇨ Activity diagram
- ⇨ Sequence diagram
- ⇨ Use case diagram
- ⇨ State diagram
- ⇨ Communication diagram
- ⇨ Interaction overview diagram
- ⇨ Timing diagram
- ⇨ Other
- ⇨ Information Flow
- ⇨ Profile

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Requirement Traceability Matrix

⇨ What is RTM
⇨ Why we are using RTM
⇨ Tracking Requirements
⇨ Business requirements
⇨ User requirements
⇨ UI requirements
⇨ Functional and nonfunctional requirements
⇨ Technical requirements
⇨ Review and Map Test Cases
⇨ Create a Spread Sheet for RTM

Backlog's

⇨ What is product backlog
⇨ How it will define backlog requirements
⇨ Communicate/Collaborate for product backlog
⇨ Types of Backlogs
⇨ Product Backlog
⇨ Sprint Backlog
⇨ Release Backlog

What we can Store

⇨ Backlog requirement types:
⇨ On-going features
⇨ For next iterations
⇨ For next deliverables
⇨ Brand new features
⇨ Enhancements
⇨ Scope Creep/ Change Management

Acceptance Criteria

⇨ What is Acceptance Criteria
⇨ Different Terminologies
⇨ Standard Write-ups
⇨ Real-Time Write-ups

Change Requests Management

⇨ What is CR
⇨ Situation to get the CR
⇨ Handling the Change Request
⇨ Scope
⇨ Stakeholder Analysis
⇨ Impact Analysis
⇨ Change Plan
⇨ Add and Track the details

Project Kick-Off

⇨ Kick-off with Scrum team
⇨ On-Board the features
⇨ Create
⇨ Epic
⇨ Features
⇨ User Stories

Project Kick-Off

⇨ Refine the User Stories
⇨ Product Requirements
⇨ Acceptance Criteria
⇨ Design References
⇨ Grooming Session
⇨ Allow all Participants
⇨ Give the Road Map
⇨ Business Expectations
⇨ Timelines and Deadlines
⇨ Answer the Questions

Scrum Ceremonies

⇨ What is Scrum
⇨ Meaning of Scrum Ceremonies
⇨ Why need to Use
⇨ Flow of 4 Types from Backlog > Sprint Backlog
⇨ Types
⇨ Sprint Planning
⇨ Daily Scrum
⇨ Sprint Review
⇨ Sprint Retro

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Sprint Planning

⇨ What is Sprint Planning
⇨ What is the use case
⇨ Set the Sprint Goal
⇨ Identify the Team Capacity
⇨ Drag the Requirements
⇨ Participate in the Estimations
⇨ Answer for Questions
⇨ Negotiations
⇨ Update the Sprint Backlog
⇨ Monitor the Plan

Daily Scrum

⇨ What is Daily Scrum
⇨ Use of Daily Scrum
⇨ Different Names
⇨ Accept the Questions
⇨ Update the Sprint Backlog

Sprint Review

⇨ What is Sprint Review
⇨ What is the use case
⇨ Track the Goals
⇨ Identify the Blockers
⇨ Review the Boards
⇨ Close the User Stories
⇨ Participate in Sprint Demo
⇨ Positive Directions on Challenges and Solutions
⇨ Head-up on Blockers

Sprint Retro

⇨ What is Sprint Retrospective
⇨ Purpose of the Retro Board
⇨ Owners of the Board
⇨ Participate into Retro Meetings
⇨ Appreciation in the Team
⇨ Direction towards to the Improvements
⇨ Positive Impacts: Ready with the Answers
⇨ Negative Impacts: Ready with the Answers

Scrum Ceremonies ... RR

⇨ Role and Responsibilities
⇨ Regular Interactions with Scrum Team
⇨ Track the Tasks
⇨ Track the Features
⇨ End to End Participation with Scrum Ceremonies

DoRand DoD

⇨ What is Definition of Ready
⇨ Why Definition of Ready
⇨ Content in Definition of Ready
⇨ What is Definition of Done
⇨ Why Definition of Done
⇨ Content in Definition of Done

Approach with QA

⇨ Overview of Software Testing Life Cycle
⇨ Requirement Analysis
⇨ Test Planning
⇨ Test case development
⇨ Test Environment setup
⇨ Test Execution
⇨ Test Cycle closure
⇨ Types of Testing Environments
⇨ Types of Testing's
⇨ Handling Defect Analysis and Reporting
⇨ Execution of Test cases
⇨ Role of BA in Testing
⇨ One Example with Requirement
   to Test Cases Execution

Real Flow -UAT | Production | Bugs

⇨ Finalize the features for release
⇨ UAT Functional Testing
⇨ Communicate on UAT kick-off's
⇨ Write UAT test cases
⇨ Approval Process
⇨ Release Demo in Sprint wise process
⇨ Production Release
⇨ Hot Fix Releases
⇨ Release templates/notes
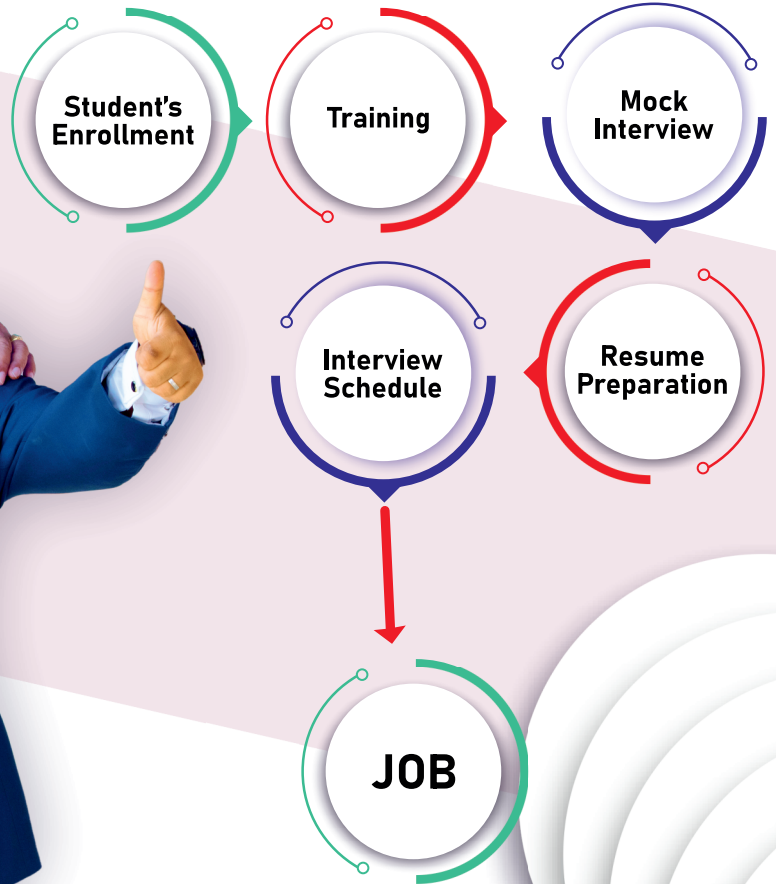⇨ Approval Process on Releases

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⇨ Production Incidents
⇨ Bug fixes Communication
⇨ Maintenance and Get in Touch

More n More

⇨ Q and A Sessions
⇨ Session wise Tasks
⇨ Session wise Interview Question
⇨ Review the Tasks
⇨ Guide the solutions in a Real-Time way
⇨ Interview Tips
⇨ Review the Interview Questions in
  different web portals
⇨ Resume Preparation Tips
⇨ Mock Interview's