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15 YEARS

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# Business Analyst Cum PO



## 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



## 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

## 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
- ⇒ Backlogs
- ⇒ Sprints

### Azure DevOps-ADO

- ⇒ What is ADO Software
- ⇒ Why we are using
- ⇒ Create an Account
- ⇒ Login an account
- ⇒ Create a Project
- ⇒ 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
- ⇒ 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

- ⇒ Drag n Drop Mechanism
- ⇒ Elements and Components
- ⇒ Templates
- ⇒ Preview and Explain
- ⇒ Adding Interactivity to your Prototype
- ⇒ Collaborators and Reviewers
- ⇒ Balsmiq
- ⇒ MockFlow

### 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



## 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

## 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



## 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

## 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

## 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

## 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



### 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
- ⇒ Exercise for the Sprint Planning

### 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
- ⇒ Exciting Practices on Scrum Ceremonies

### 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
- ⇒ Compare DoRand DoDwith Backlog's

### 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



- ⇒ Production Incidents
- ⇒ Bug fixes Communication
- ⇒ Maintenance and Get in Touch

## Business Voice -Product Owner

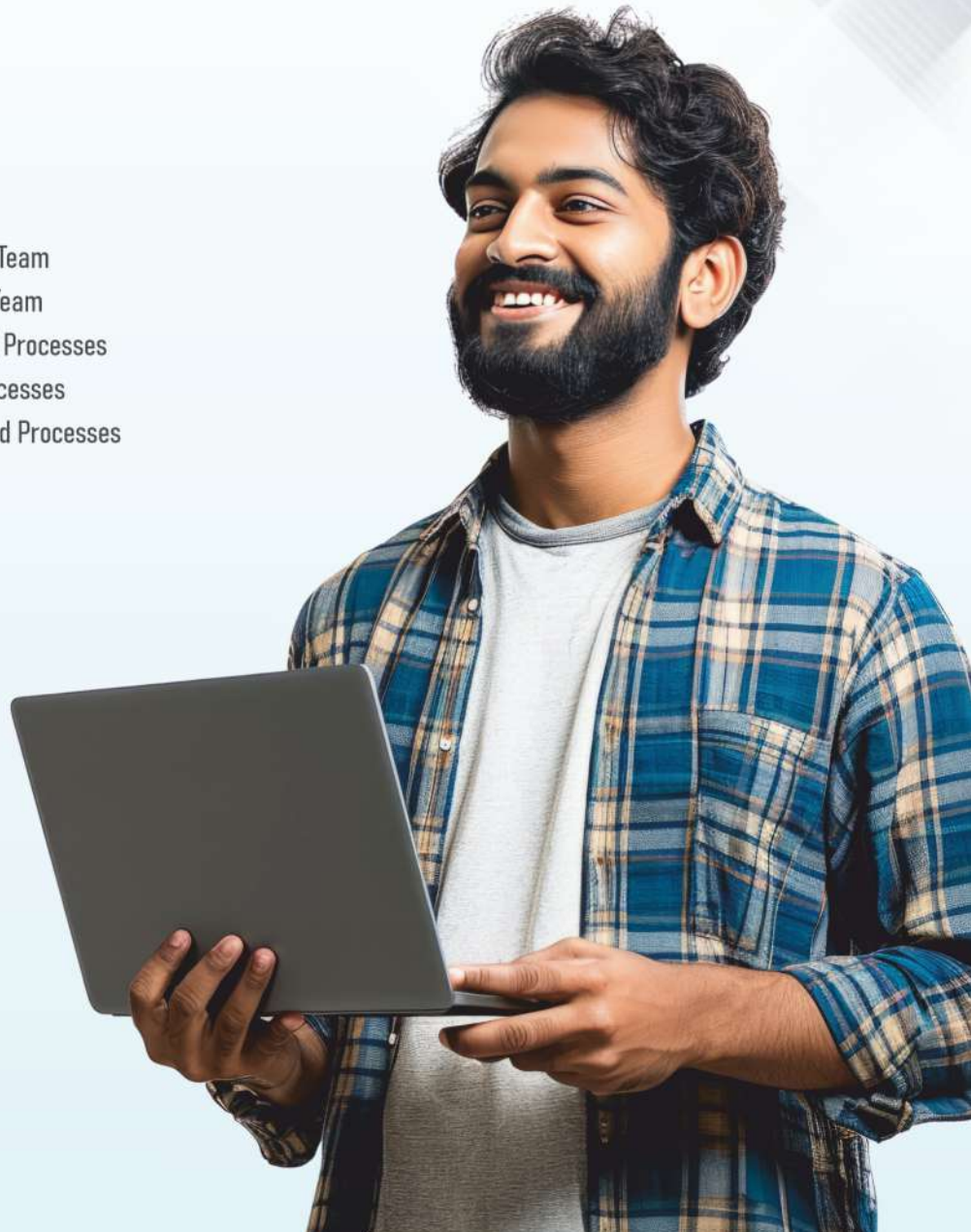
- ⇒ Define the Scope
- ⇒ Interact with Stakeholders/Business
- ⇒ Business Value
- ⇒ Business Needs
- ⇒ Business Approach
- ⇒ Prioritizations
- ⇒ Presentations on high level business goals
- ⇒ Ready the Backlog
- ⇒ Handle the Agile Team
- ⇒ Driving the Decisions
- ⇒ Product Increment Planning's
- ⇒ Product Delivery
- ⇒ Road map design and implementations

## Project Executions

- ⇒ Coordinate and Collaborate with the Product Team
- ⇒ Coordinate and Collaborate with the Project Team
- ⇒ Real time Examples in Waterfall Projects and Processes
- ⇒ Real time Examples in Agile Projects and Processes
- ⇒ Real time Examples in SaFe Agile Projects and Processes

## 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





## STUDENT TRANSFORMATION STAGES



## OUR STUDENTS ARE PLACED IN

