



Business Analysis Practice

CoE Training

nearshore
technology

agenda

introduction

planning & monitoring

elicitation

requirements mgmt. & communication

enterprise analysis

requirements analysis

solution assessment & validation

basic BA project approach

underlying competencies

techniques

business frameworks

certifications

requirements management & communication

Content

- ☐ Trace Requirements
- ☐ Maintain Requirements
- ☐ Prioritize Requirements
- ☐ Assess Requirements Changes
- ☐ Approve Requirements



Solution Scope

Solution Scope Management

All stakeholder and solution requirements must be assessed to ensure that they fall within the solution scope. Stakeholders will frequently identify additional needs that the solution may be capable of addressing. However, if these additional requirements are not valid, the business analyst must act to resolve the conflict.

Conflict and Issue Management

A conflict may result from stakeholders in different areas viewing requirements from different perspectives. It may also result from conflicting priorities. Any inconsistency must be resolved.



Presenting Requirements for Review and Approval

Ensure that the stakeholder(s) responsible for approving requirements understands and accepts the requirements.



Traceability



Manage Requirements Traceability

Requirements are related to other requirements, to solution components, and to other artifacts such as test cases.

[Traceability Matrix Real Example](#)

Traceability Matrix

Sno	Req ID	Req Desc	TC ID	TC Desc	Test Design	Test Designer	UAT Test Req?	Test Execution			Defects?	Defect ID	Defect Status	Req Coverage Status
								Test Env	UAT Env	Prod Env				
1	Req01	Login to the Application	TC01	Login with Invalid Username and valid password	Completed	XYZ	No	Passed	No Run	No Run	None	None	N/A	Partial
2			TC02	Login with Valid Username and invalid password	Completed	YZA	No	Passed	No Run	No Run	None	None	N/A	Partial
3			TC03	Login with valid credentials	Completed	XYZ	Yes	Passed	Passed	No Run	Yes	DFCT001	Test OK	Partial

Traceability

Impact Analysis

When a requirement is changed, the business analyst can easily review all the related requirements and software components in order to understand the “impact” of the change.

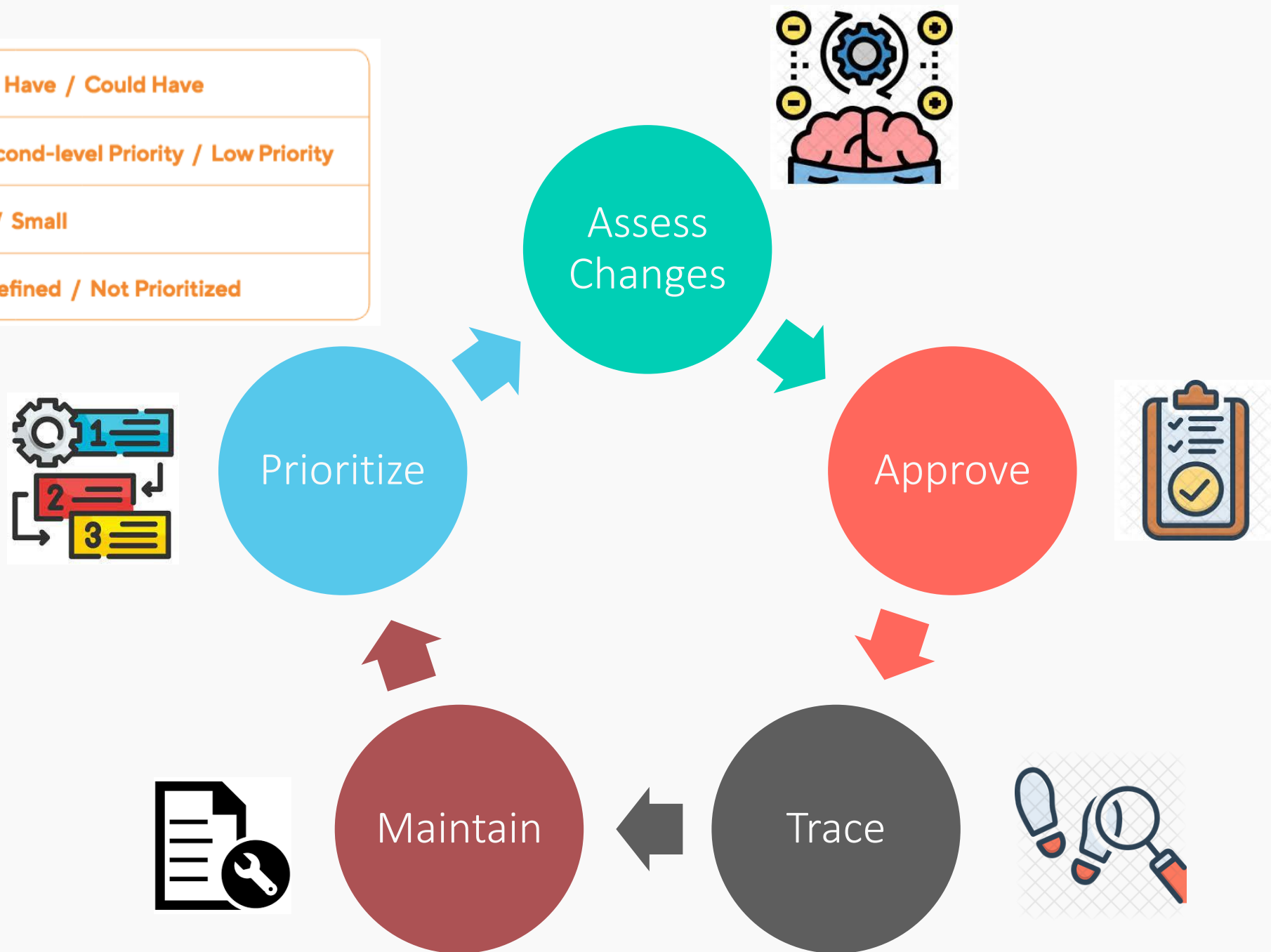
Requirements Coverage

If a business objective is not tied to anything, it has not been analyzed and included in the solution.



Requirements Life Cycle

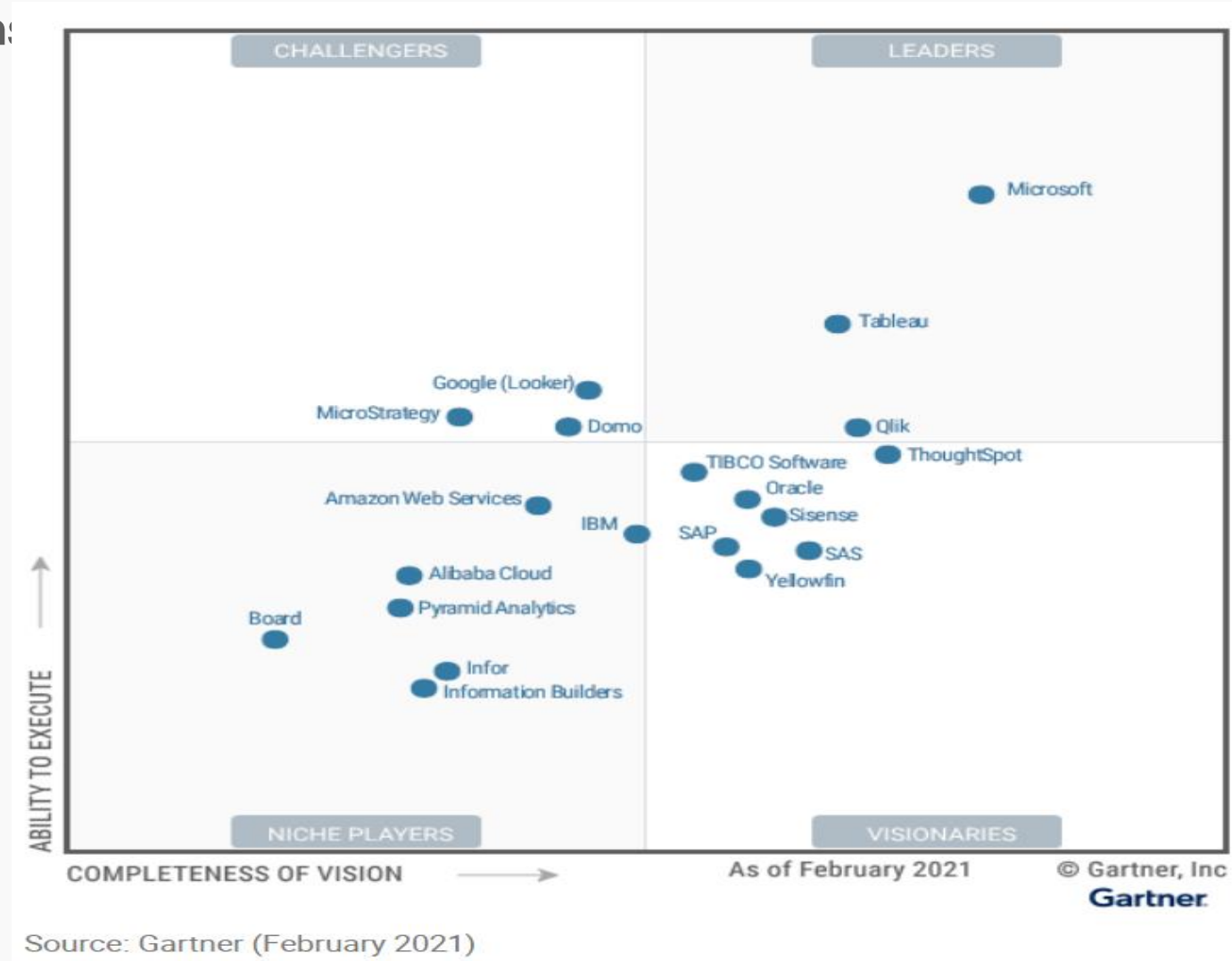
Type	Must Do / Should Have / Could Have
Priority	High Priority / Second-level Priority / Low Priority
Size	Large / Medium / Small
Status	Refined / To Be Refined / Not Prioritized



Tool of the week

Gartner: Magic Quadrant

IT Research Company, provides essential insights and advice for every leader across a wide variety of technology fields: **Analytics and BI Platforms**



Tool of the week

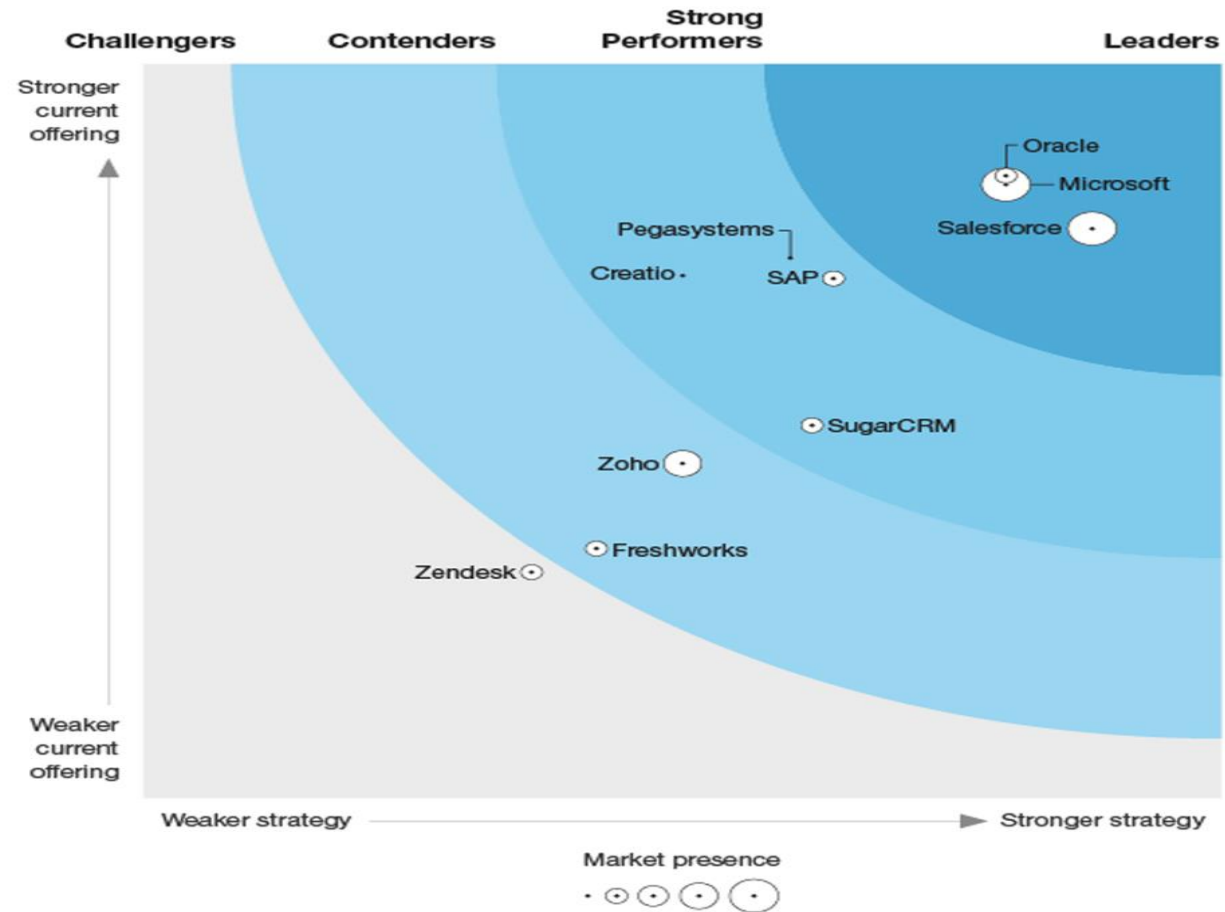


Forrester: The Forrester Wave

IT Research Company, provides essential insights and advice for every leader across a wide variety of technology fields: Sales Force

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THE FORRESTER WAVE™ Sales Force Automation Solutions Q2 2021





Thank you!!

“Fail early, fail often, but always fail forward.”
- John C. Maxwell

go near