

1. Question 1 – Audits

As a Business Analyst, quarterly audits (Q1, Q2, Q3, Q4) are checkpoints to ensure the project is progressing correctly in terms of scope, time, quality, and documentation.

As a Business Analyst, I treat our quarterly audits (Q1, Q2, Q3, and Q4) as valuable checkpoints to make sure every project stays on track — not just in terms of timelines and scope, but also quality, documentation, and overall alignment between the client and the development team.

During these audits, my role is to bring clarity and transparency to where the project stands. I present key documents like the **Business Requirement Document (BRD)**, **System Requirement Specification (SRS)**, **Use Cases**, **Process Flows**, and the **Traceability Matrix** — showing how each requirement connects from business need to technical implementation.

I also walk through **requirement sign-offs**, highlighting what's been approved and what still needs clarification, so there's no ambiguity moving forward. Alongside that, I maintain and present **change request logs**, explaining the reasoning and impact behind each change to help stakeholders make informed decisions.

Another key part of the audit is demonstrating open communication. I compile **meeting minutes**, **follow-up emails**, and **discussion records** to show how feedback and decisions have been tracked throughout the project.

Finally, I provide a clear update on the **progress of each requirement**, including its status for **User Acceptance Testing (UAT)** readiness.

2. Question 2 – BA Approach Strategy

Below is my BA approach strategy for this project:

1. Stakeholder Analysis

- Identify stakeholders like Mr. Henry, Peter, Kevin, Ben, and internal team members.
- Prepare Stakeholder Matrix (interest vs influence).

2. Requirement Elicitation

- Conduct Interviews, Workshops, Brainstorming, Document Analysis, and Prototyping.

3. Documentation

- BRD (Business Requirements Document)
- Use Case Diagram

- SRS (System Requirements Specification)
- Activity Diagrams and Wireframes

4. Requirement Validation and Sign-off

- Review documents with stakeholders.
- Capture changes through formal Change Request process.

5. Communication Strategy

- Weekly meetings with Committee.
- Daily stand-ups with Project Manager and Developers.
- Email and shared folder for document access.

6. Change Request Handling

- Each change is logged, analyzed, effort-estimated, and approved before implementation.

7. UAT Support and Final Sign-off

- Prepare test cases.
- Coordinate testing with users.
- Obtain final UAT sign-off form to close the project.

3. Question 3 – 3-Tier Architecture

3-Tier Architecture separates the system into 3 layers:

1. **Presentation Layer (UI/Web/Mobile Screen)**

- What users interact with.
- Example: Login Page, Product Search Page.

2. **Business Logic Layer (Application Layer)**

- Processes rules and decision logic.
- Example: Validating login, calculating prices.

3. **Data Layer (Database Layer)**

- Stores and retrieves data.
- Example: Product Table, User Table.

Text-based Illustration:

[User Interface]

|

V

[Business Logic Layer]

|

V

[Database Layer]

4. Question 4 – BA Approach Strategy for Framing Questions

Before framing a question for stakeholders, I keep these points in mind:

- 5W1H (What, Why, Who, Where, When, How)
- SMART (Specific, Measurable, Achievable, Relevant, Time-bound)
- RACI (Who is Responsible, Accountable, Consulted, Informed)
- Reference system architecture: Understanding 3-tier behavior guides my clarity.
- Understand Use Cases and their scope.
- Ensure the question leads to clarity on workflows, UI screens, validations, alternate flows, and dependencies.

Example Thought Process:

Instead of asking “What do you need?”, I ask:

“What tasks should a farmer perform after logging in, and why are these important?”

5. Question 5 – Elicitation Techniques

Technique	Description	When to Use
B - Brainstorming	A group creativity technique used to generate a large number of ideas for solving a problem.	When you need innovative ideas or multiple solution options early in the project.
D - Document Analysis	Reviewing existing documentation (like process manuals, reports, or user guides) to understand the current system or process.	When the project involves enhancing or replacing an existing system.
R - Reverse Engineering	Analyzing an existing system to understand its components and functionality.	When no documentation exists for a legacy system.
F - Focus Groups	A guided discussion with selected stakeholders to collect opinions and attitudes about a product or feature.	When you need user perceptions, feedback, or consensus on features.
O - Observation	Watching users perform their tasks to understand real workflows and challenges.	When users can't articulate their processes clearly or when actual behavior differs from described behavior.
W - Workshops	Collaborative sessions where stakeholders and the BA work together to define requirements.	When rapid consensus or clarification is needed among multiple stakeholders.
J - Joint Application Development (JAD)	A structured workshop involving developers, users, and SMEs to define requirements and design solutions together.	When you need quick decision-making and alignment across business and technical teams.
I - Interviews	One-on-one or group discussions with stakeholders to gather detailed	When detailed, in-depth insights from specific stakeholders are

Technique	Description	When to Use
P - Prototyping	information. Creating visual mockups or models to help users visualize the end product.	required. When stakeholders struggle to express requirements verbally.
Q - Questionnaires	Structured forms used to collect information from a large audience efficiently.	When feedback from many stakeholders is required.
U - Use Case Modelling	Describing interactions between users (actors) and the system to achieve goals.	When defining functional requirements and user-system interactions.

Question 6 – This Project: Elicitation Techniques Justification

The following elicitation techniques are suitable:

1. **Prototyping** – Farmers are new to online systems, so showing sample screens will help them express expectations better.
2. **Use Case Specs** – Helps clarify step-by-step interactions.
3. **Document Analysis** – Review similar ecommerce systems for agriculture supply.
4. **Brainstorming** – Conduct group discussions with farmers to understand their buying challenges.

These techniques ensure clarity while keeping the process user-friendly.

Question 7 – 10 Business Requirements

- BR001 – Farmers should be able to search for products.
- BR002 – Manufacturers should be able to upload products.
- BR003 – System should provide a login and registration module.
- BR004 – Farmers should be able to add products to cart or wishlist.
- BR005 – Secure payment gateway supporting COD, UPI, Debit/Credit.
- BR006 – Order confirmation email should be sent after purchase.
- BR007 – Delivery tracking should be available for farmers.
- BR008 – Admin should be able to approve/reject product listings.
- BR009 – Farmers should be able to view order history.
- BR010 – System should support rating and feedback for products.

Question 8 – Assumptions

- All users have basic mobile internet access.
- Farmers can understand simple app screens.
- Payment gateway APIs will be available.
- Manufacturers will maintain correct product data.
- Delivery service integration will be handled by external vendor.

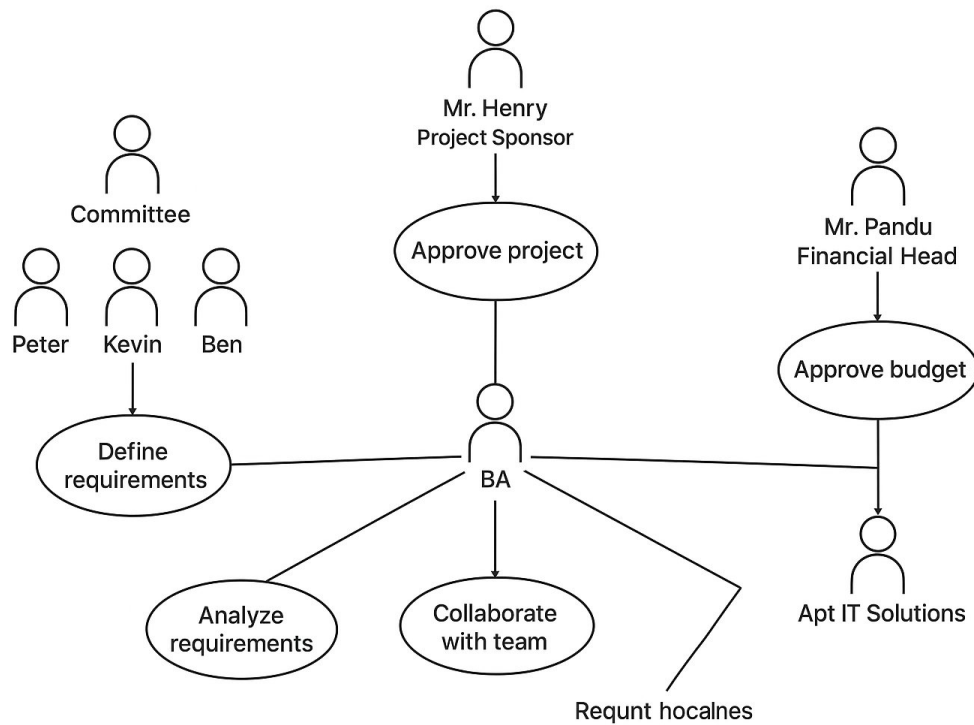
Question 9 – Project Requirement Priority

BR001 – 8
BR002 – 8
BR003 – 10
BR004 – 7
BR005 – 9
BR006 – 6
BR007 – 7
BR008 – 6
BR009 – 4
BR010 – 3

Question 10 – Use Case Diagram

Actors: Farmer, Manufacturer, Admin

Farmer ----> (Search Products)
Farmer ----> (Buy Product)
Farmer ----> (Track Delivery)
Manufacturer ----> (Upload Product)
Admin ----> (Approve Product Listings)



Question 11 – Use Case Specifications (5 Examples)

Use Case Specification Document – Online Agriculture Product Store

UC001 – User Registration

Use Case ID	UC001
Use Case Name	User Registration
Created By	BA Team
Created Date	March 25, 2025
Last Updated	April 1, 2025
Actor	Customer
Description	This use case describes how a user registers an account on the agriculture store platform.
Precondition	User has access to the website or mobile app.
Postcondition	User account is successfully created and stored in the system.
Normal Flow	1. User clicks on 'Register' option. 2. System displays registration form. 3. User enters details such as name, email, mobile number, and password. 4. System validates the details. 5. System creates a new account and sends a confirmation message.
Alternative Flow	If email already exists, system prompts user to log in instead.
Exception Flow	If network is down, system displays an error message.

UC002 – Browse and Search Agricultural Products

Use Case ID	UC002
-------------	-------

Use Case Name	Browse and Search Agricultural Products
Created By	BA Team
Created Date	March 25, 2025
Last Updated	April 1, 2025
Actor	Customer
Description	This use case describes how a user searches and views products available in the store.
Precondition	User must be logged in to access product details.
Postcondition	System displays search results based on user query.
Normal Flow	1. User enters product name or category in search bar. 2. System retrieves matching results from database. 3. User applies filters like price, brand, and location. 4. System displays filtered product list. 5. User clicks on a product to view its details.
Alternative Flow	If no results found, system displays 'No products available'.

UC003 – Add Products to Cart and Checkout

Use Case ID	UC003
Use Case Name	Add Products to Cart and Checkout
Created By	BA Team
Created Date	March 25, 2025
Last Updated	April 1, 2025
Actor	Customer

Description	This use case describes how a customer adds products to cart and completes the purchase.
Precondition	User is logged in and has selected products.
Postcondition	Order is successfully placed and payment confirmation is received.
Normal Flow	1. User selects a product and clicks 'Add to Cart'. 2. System adds product to user's cart. 3. User navigates to cart and clicks 'Checkout'. 4. User enters delivery and payment details. 5. System validates payment and confirms order placement.
Alternative Flow	If payment fails, user is prompted to retry or choose another method.
Exception Flow	If session expires, system requests user to log in again.

UC004 – Manage Orders (Track/Cancel Order)

Use Case ID	UC004
Use Case Name	Manage Orders (Track/Cancel Order)
Created By	BA Team
Created Date	March 25, 2025
Last Updated	April 1, 2025
Actor	Customer
Description	This use case describes how a user tracks or cancels an existing order.
Precondition	User must be logged in and have at least one active order.
Postcondition	Order status updated successfully or order

	cancellation completed.
Normal Flow	1. User navigates to 'My Orders' section. 2. System displays list of user orders. 3. User selects an order to view tracking details. 4. If required, user clicks 'Cancel Order'. 5. System updates order status and notifies user.
Alternative Flow	If order already shipped, cancellation is disabled.

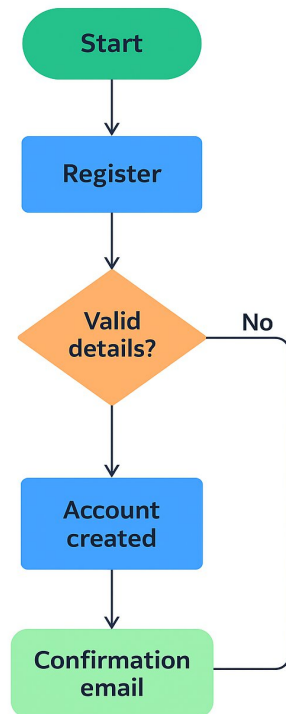
UC005 – Admin Manages Product Inventory

Use Case ID	UC005
Use Case Name	Admin Manages Product Inventory
Created By	BA Team
Created Date	March 25, 2025
Last Updated	April 1, 2025
Actor	Admin
Description	This use case describes how the admin adds, updates, or removes products from the inventory.
Precondition	Admin must be logged in with valid credentials.
Postcondition	Product information is successfully updated in the database.
Normal Flow	1. Admin logs in to the system. 2. Admin navigates to the product management section. 3. Admin adds, edits, or deletes product details. 4. System validates the inputs and updates the database. 5. System confirms successful update.

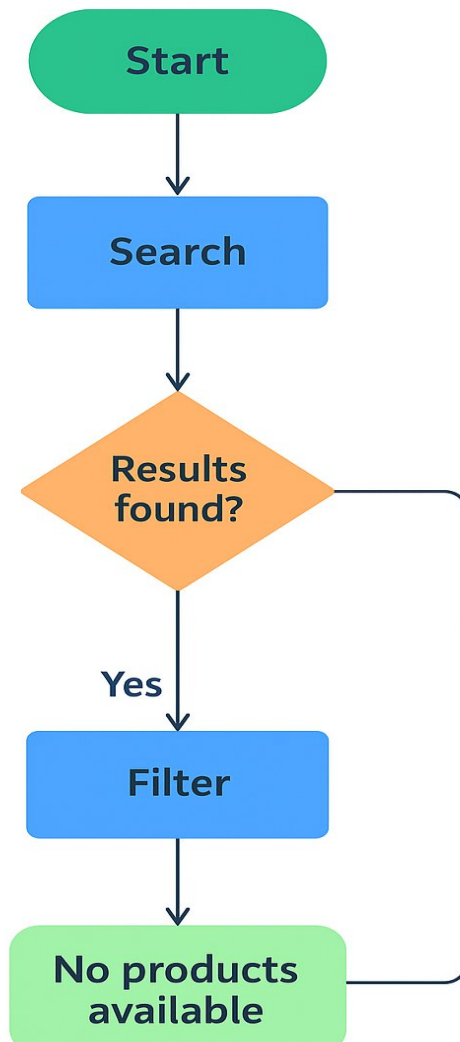
Alternative Flow

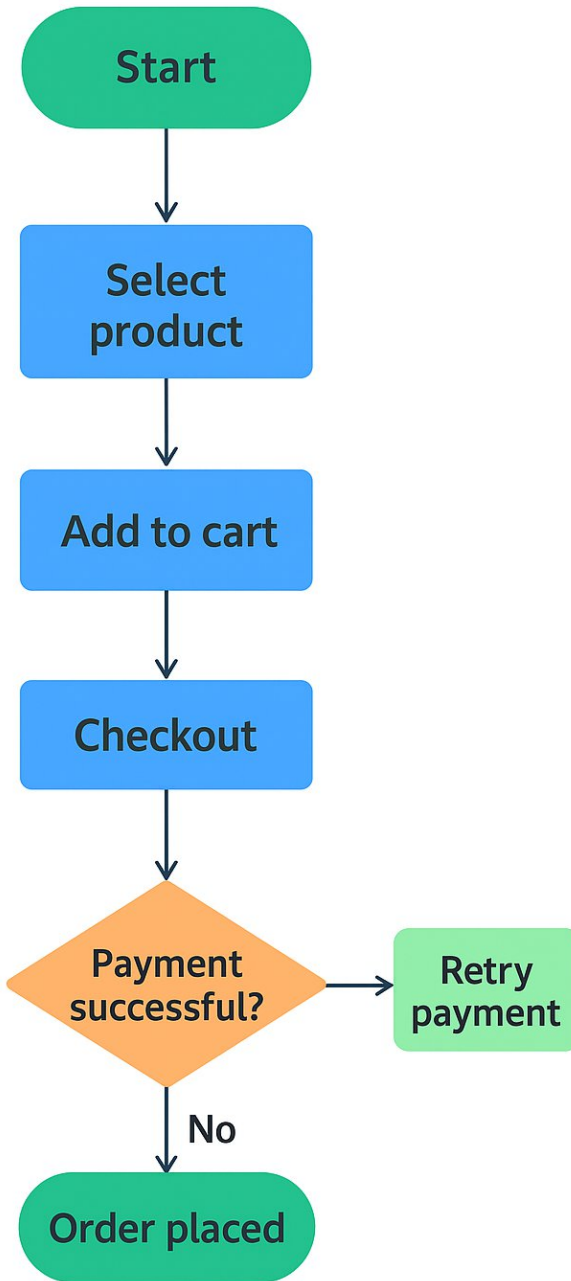
If product ID already exists, system prevents duplicate entry.

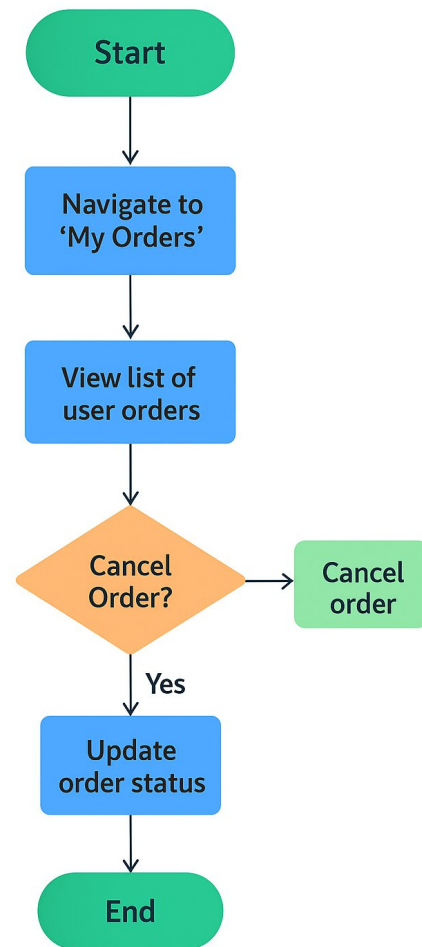
Question 12 – Activity Diagrams UC001-



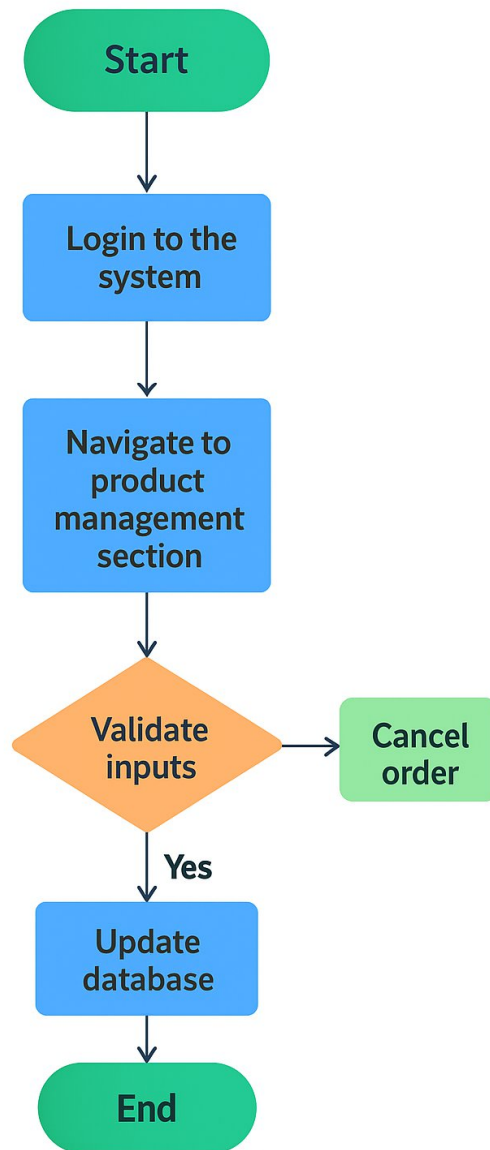
UC002-







UC004-



UC005-