ATTACH THESE PAGES AFTER THE WORKBOOK FROM THE
CONDUCT A STRATEGY ANALYSIS COURSE

v1.0

# C:\Users\asche\AppData\Local\Temp\SNAGHTMLb059987.PNGThe BA Guide’s Business Analysis Process

## Plan the Project Process



## Important Concepts

Project Manager vs Business Analyst:

Adaptive Methodologies vs Predictive Methodologies:

## Key Terms

Project -

Stakeholder -

Requirements -

# Project Plan Initiation

## The Basics

Goal:

# Step 1: Step 2:

# Step 3:

#

## Stakeholder Identification

 Types of stakeholders could include…

 Why identify stakeholders? How to identify stakeholders?

## Project Charter

 Project Charters are utilized to:

#

#

#

*

 Notes:

#

## Arrange a Kickoff Meeting

What is a kickoff meeting?

Arranging a kickoff meeting:



# It is important for project team members to be able to attend the kickoff meeting.

## Conduct a Kickoff Meeting

Steps to Conduct a Kickoff Meeting:

#  Notes:

#

# Requirements Management Plan

## Requirement Abstraction

# Abstraction refers to the of a requirement.

#

Notes:

Ultimate Question:

## Requirement Storage and Access

# Defines where requirements will be and how stakeholders will them.

#

Formats and Storage:

Things to consider:

Ultimate Question:

## Requirement Attributes

# Attributes describe the metadata; the about the data.

#

Notes:

Typical Adaptive Attributes: Typical Predictive Attributes:

Ultimate Question:

## Requirement Reuse

# Requirement reuse is the concept of reutilizing project requirements in .

#

Notes:

Ultimate Question:

## Requirement Traceability

# The ability to a from the original source through deployment.

#

Benefits of Traceability:

Common Traceability Techniques:

Ultimate Question:

## Requirements Change Control


Allows for projects to remain to ever changing business needs while also taking into consideration the of the requested change.



Adaptive Change Control:

Predictive Change Control:

Ultimate Question:

## Requirements Approval Process


Define and requirements are approved by project stakeholders.



Ensure that requirements:

*
*
*

Adaptive Notes:

Predictive Notes:

Ultimate Question:

# Project Plan Details

## Break Down the Project

# Divide the project into to help define how the work with be performed.

#

Projects can be divided into or .

Chart Mind Map Outline

## Break Down the Project *(continued)*

 Steps to Break Down the Project:

1.
2.
3.
4.

Adaptive Notes:

## Break Down the Project *(continued)*

Predictive Notes:

## Set the Project Schedule

# A signifies an important event in the project.



Project Milestone Notes:

#

S\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

T\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

A\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

R\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

M\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

## Set the Project Schedule *(continued)*

# Estimation is the concept of predicting the of .



 Estimation Notes:

 Adaptive vs Prediction Estimation:

## Set the Project Schedule *(continued)*

Adaptive Estimation Techniques:

## Set the Project Schedule *(continued)*

Predictive Estimation Techniques:

## Set the Project Schedule *(continued)*

# A is the constraint between two activities where one activity

# is reliant on the other being completed, or at least started.



 Notes:

## Set the Project Schedule

Setting an Adaptive Schedule:



## Set the Project Schedule

Setting a Predictive Schedule:

## Define a Quality Plan

# Outlines the quality , , and quality assurance mechanisms for a project.



Testing and Quality Assurance Notes:

Defect Management Notes:

Training Requirements Notes:

## Release Planning

# Formulate a plan to begin using project in a production environment.



Adaptive Release Planning Notes:

## Release Planning

Predictive Release Planning:

Plan how…

1.

Rollout Options:

1.

Support Considerations:

1.

Details to Hand Over:

# Stakeholder Analysis and Engagement

## Stakeholder Power Interest Analysis



Utilize a stakeholder’s and to appropriately involve them in the project.



Notes:



## RACI Matrix



RACI Matrix helps to align the of stakeholders to project .



Notes:

I\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

R\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

A\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

C\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Validation:

* At least one person is per task
* At least one person is per task

## Responsibility Assignment Matrix

 Notes:

P\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

S\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

A\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

## Collaboration and Communication Plan



Provides guidance on the needs for the project.



 Notes:

## Project Performance Measures

 Steps to Complete:

1.

Notes:

1.

Notes:

## Business Analysis Performance Measures

Measurables help to:

Steps:

1.

 Notes:

1.

 Notes:

 Notes:



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PLAN THE PROJECT COURSE!

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