

BA Basics Workbook

THE PROBLEM	3
ATTENDEES.....	4
MORE INFORMATION.....	6
STAKEHOLDER DOCUMENT	9
BUSINESS REQUIREMENTS ELICITATION PLAN	11
PHYSICAL HARVEST	11
STAKEHOLDER ELICITATION	12
REQUIREMENTS DOCUMENT	15
REQUIREMENTS TRACEABILITY DOCUMENT	16
BRAINSTORMING ACTIVITY	17
PROCESS MODEL ACTIVITY.....	18
USE CASE	19
HAPPY PATH	21
ALTERNATIVE PATHS	22
POST CONDITIONS	23
NOTES	23
USE CASE DIAGRAM.....	24
1. ANALYSIS RESULTS.....	29
1.1. OPTIONS ANALYZED.....	29
1.2. RESULTS.....	29
2. SOLUTION DESIGN	29
2.1. DIAGRAMS	29
2.2. IMPLEMENTATION CONSIDERATIONS	29
3. IMPACT.....	30

The Problem

You just landed the job of a lifetime. It has great pay and wonderful perks. You are throwing a party to celebrate your new job. You plan to have a formal dinner during the party. You have invited guests from your family, friends, and coworkers. Not all of the people you invited know each other and of the ones who do know each other, not all of them get along. Using the information provided figure out the seating arrangement for the party. Because it is a party you want to seat everyone with people they know and like. On the flip side you don't want to seat people who don't get along at the same table.

Your spouse has provided you with several documents to assist you with your effort. You have a list of all the people you invited, a layout of the room you reserved and a list of guidelines to help you figure out where to seat everyone. Read through all of the attached information prior to beginning the process.

Attendees

This list is comprised of all the people who have RSVP'd. They are the ones who will be attending your party. Everyone else sent their apologies. For the sake of easy party planning we will assume that no uninvited people will crash.

1. Dad Dearest (your father)
2. Wife Dearest (your step-mother)
3. Daughter Darling (your step-sister) 22
4. Son Dearest (your half-brother) 15
5. Mom Beloved (your mother)
6. Husband Beloved (your step-father)
7. Brother Beloved (your step-brother) 21
8. Sister Beloved (your half-sister) 16
9. Baby Beloved (your half-brother) 12
10. Grandma Dearest (your paternal grandmother)
11. Granny Adored (your maternal grandmother)
12. Auntie Acclaimed (your dad's sister)
13. Uncle Acclaimed (your aunt's husband)
14. Joe Acclaimed (your cousin) 25
15. Jane Acclaimed (your cousin's wife) 22
16. Sue Acclaimed (your cousin) 23
17. Beau Acclaimed (your cousin) 18
18. Tio Adored (your mother's brother)
19. Tia Adored (your uncle's wife)
20. Alan Adored (your cousin) 26
21. Cindy Adored (your cousin's wife) 29
22. Andy Adored (your cousin) 20
23. Alyssa Adored (your cousin) 17
24. Martha Mess (your mother-in-law)
25. Buddy Black (your best friend from high school)
26. Brenda Black (Buddy's wife)
27. Chuck Cheery (your college roommate)
28. Cherry Cheery (Chuck's wife)
29. Marty Manson (your frat brother)
30. Mary Manson (Marty's wife)
31. Darcy Sugar (your college girlfriend)
32. David Sugar (Darcy's husband)
33. Nancy Nervous (your new boss)
34. Nate Nervous (Nancy's husband)
35. Betty Ba (your new co-worker)
36. Bill Ba (Betty's husband)

- 37. Carl Clerical (your new assistant)
- 38. Your Spouse
- 39. You

More Information

Of course you would like for your party to be pleasant and enjoyable. In order to minimize the possibility of a disagreement during the party you need to be careful about how you seat your guests. You have been given a diagram of the room layout. You can move the tables any way you would like to but the bar, buffet and DJ booth must stay where they are. It is up to you if you would like to put any tables on the dance floor. The following list of guidelines is provided to help you avoid issues.

- Your parents have not spoken to each other without hostility for years. They prefer not to be in the same room
- None of your siblings really want to sit with their parents however the 22 year old and the 12 year old are more flexible about it than the 21, 16 or 15 year olds
- Couples generally prefer sitting together
- Martha is great and will sit with just about anyone, however you would prefer that she not sit with your college buddies or girlfriend since you are married to her daughter
- All of your new colleagues get along well
- Because you live in a smallish town your cousins and siblings who are about the same ages know each other. They get along fine.

Some of your guests have called you after learning about the party. Here is what they had to say.

Buddy- Man am I looking forward to this party. My wife and I love to dance. Good music and good food make for a great time. Well, gotta head to my AA meeting. Talk to you later.

Tia- We are really looking forward to the party. It seems like forever since we have seen your mother. I hope it is quiet enough for a nice visit.

Dad- Your grandma has been driving Wife crazy lately so hopefully they will both have a chance to spend some time apart. The adjustment to having her live with us has been really hard on them both.

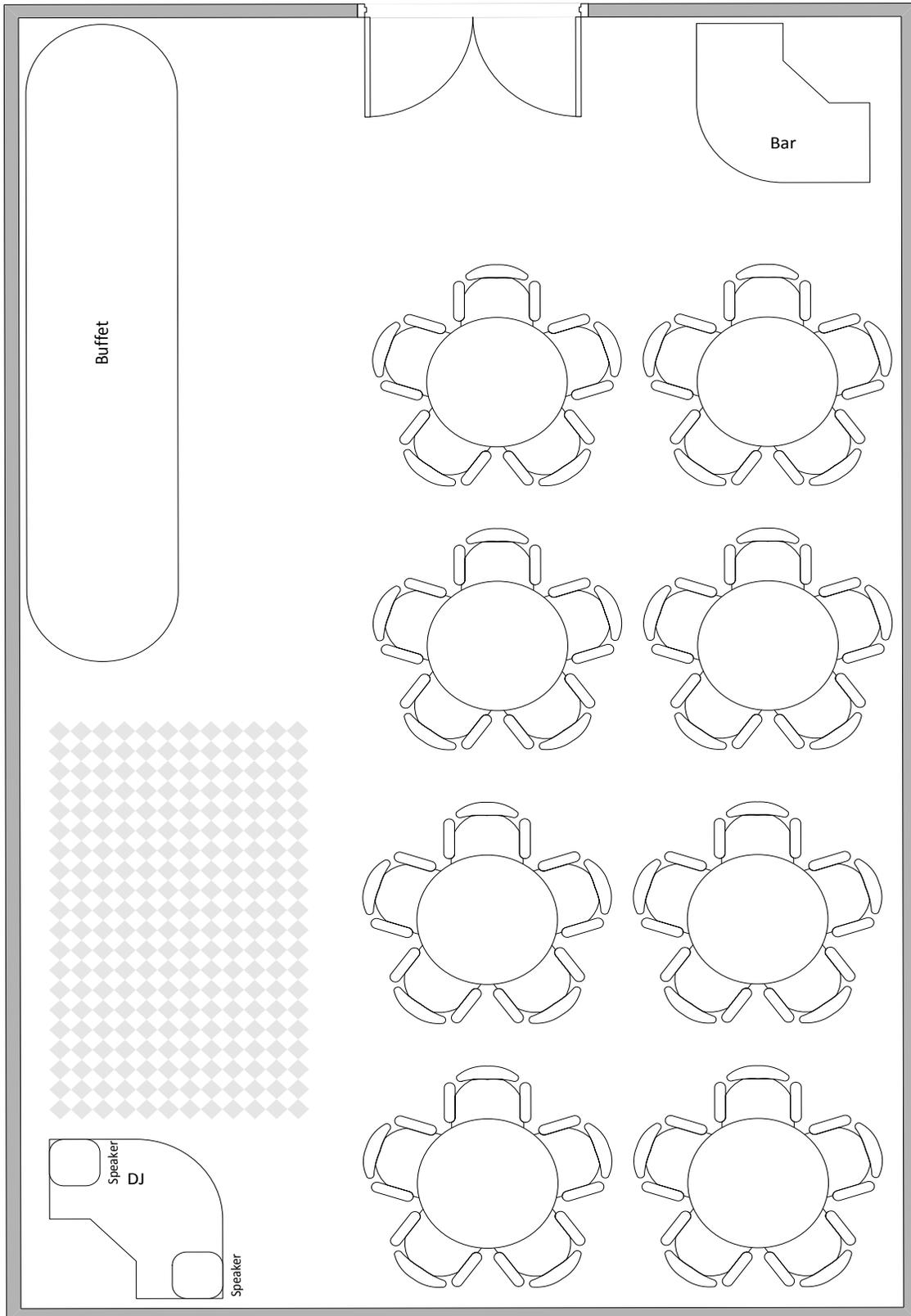
Alyssa- I hope there are some people my age at the party. I hate spending all my time with the old folks.

Jane- It will be so nice to have an evening without the baby. I'm looking forward to a meal where I don't have to feed anyone but myself.

Spouse- I hope I get a chance to talk to the people from your new job. I like knowing the people you talk about at dinner.

Chuck- Is Marty going to be there? It has been forever since we all got together.

The Room



Stakeholder Document

Project Name: _____ Lead BA: _____

Stakeholder Name: _____

Responsibility: _____

Concerns: _____

Success Criteria: _____

Partner Agency: _____

Stakeholder Name: _____

Responsibility: _____

Concerns: _____

Success Criteria: _____

Partner Agency: _____

Stakeholder Name: _____

Responsibility: _____

Concerns: _____

Success Criteria: _____

Partner Agency: _____

Stakeholder Name: _____

Responsibility: _____

Concerns: _____

Success Criteria: _____

Partner Agency: _____

Stakeholder Name: _____

Responsibility: _____

Concerns: _____

Success Criteria: _____

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Stakeholder Name: _____

Responsibility: _____

Concerns: _____

Success Criteria: _____

Partner Agency: _____

Stakeholder Name: _____

Responsibility: _____

Concerns: _____

Success Criteria: _____

Partner Agency: _____

Stakeholder Name: _____

Responsibility: _____

Concerns: _____

Success Criteria: _____

Partner Agency: _____

Business Requirements Elicitation Plan

Project Name: The Party

Lead BA: _____

Physical Harvest

Method

<Describe how you will conduct the physical harvest. Who will do the harvest? How long do you expect the harvest to take?>

Physical Document Harvest Table

< List the specific documents that will be harvested and the team member responsible for that document>

Document	Harvester	Date	Comments

Stakeholder Elicitation

Targeted Elicitation

<Indicate if this type of harvest will be done. Indicate which specific techniques will be used and with which stakeholders.>

Group Elicitation

<Indicate if this type of harvest will be done. Indicate which specific techniques will be used and with which stakeholders.>

Mass Elicitation

<Indicate if this type of harvest will be done. Indicate which specific techniques will be used and with which stakeholders.>

STAKEHOLDER ELICITATION TABLE

<List each stakeholder or stakeholder group and indicate the type of elicitation that will be done, the date it will be complete and any other information necessary to clarify>

Stakeholder	Type	Date	Comments

This page left blank intentionally

Requirements Document

Project: The Party

Lead BA: _____

Req Num	Priority	Req Type	Stakeholder	Req Type	Cost of Implementation	Cost of Failure to Implement	Requirement
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							

Brainstorming Activity

Use this page to document your group's ideas

Process Model Activity

Use this page to create your model

Use Case

Project: The Party

Lead BA: _____

USE CASE NAME	20
VERSION	20
GOAL	20
SUMMARY	20
ACTORS	20
ASSUMPTIONS	20
TRIGGERS	20
HAPPY PATH	4
ALTERNATIVE PATHS	5
ALTERNATIVE PATH A	5
ALTERNATIVE PATH B.....	5
POST CONDITIONS	6
NOTES	6

Use Case Name

Version

Goal

Summary

Actors

Assumptions

Triggers

Happy Path

(Number the steps for your happy path)

Alternative Paths

(Indicate where this path breaks from the happy path and where it rejoins if applicable)

Alternative Path A

Alternative Path B

Post Conditions

Notes

Use Case Diagram

Use this page for your Use Case Diagram

Office of Management Enterprise Services

Process Design Document

PROJECT NAME HERE

[Your Name]

[Pick the date]

Version Control

Date	Version	Name	Change Description

Table of Contents

- 1. [Analysis Results](#) 29
 - 1.1. [Options Analyzed](#) 29
 - 1.2. [Results](#) 29
- 2. [Solution Design](#) 29
 - 2.1. [Diagrams](#) 29
 - 2.2. [Implementation Considerations](#) 29
- 3. [Impact](#) 30

1. Analysis Results

1.1. Options Analyzed

Instructions: List each alternative analyzed and the level of complexity (1 = relatively easy to 5 = extremely complex), the estimated costs to implement, and estimated time to complete.

Alternative Solutions	Level of Complexity	Cost Estimate	Est. Time to Complete

1.2. Results

Instructions: Include the results of the analysis/fit-gap. Whether that is a matrix identifying which requirements were met by which solution and which requirements were not met. Identify what the proposed solution is based on the analysis.

2. Solution Design

2.1. Diagrams

Instructions: Include any diagrams (use cases, flow charts, etc.) required to adequately detail the proposed solution.

2.2. Implementation Considerations

Instructions: List any issues that must be considered during implementation, include anything that might have a negative impact on implementation of the proposed solution. Include any conversions that must occur, such as moving from an old system to a new one or moving phone or network connections.

3. Impact

Instructions: List any policies, regulations, statues that could be impacted by the proposed solution or that could require a modification or waiver request. Include any procedures that could be impacted by the proposed solution including the modification that could be required and how the modification could be done. Include any impact the proposed solution could have on the staff, such as training, relocation, or equipment required. Also list any increases or decreases in business volume that could occur due to the proposed solution.