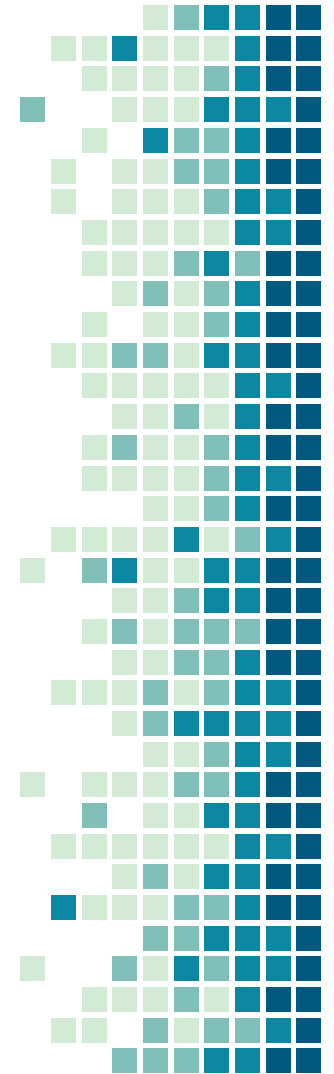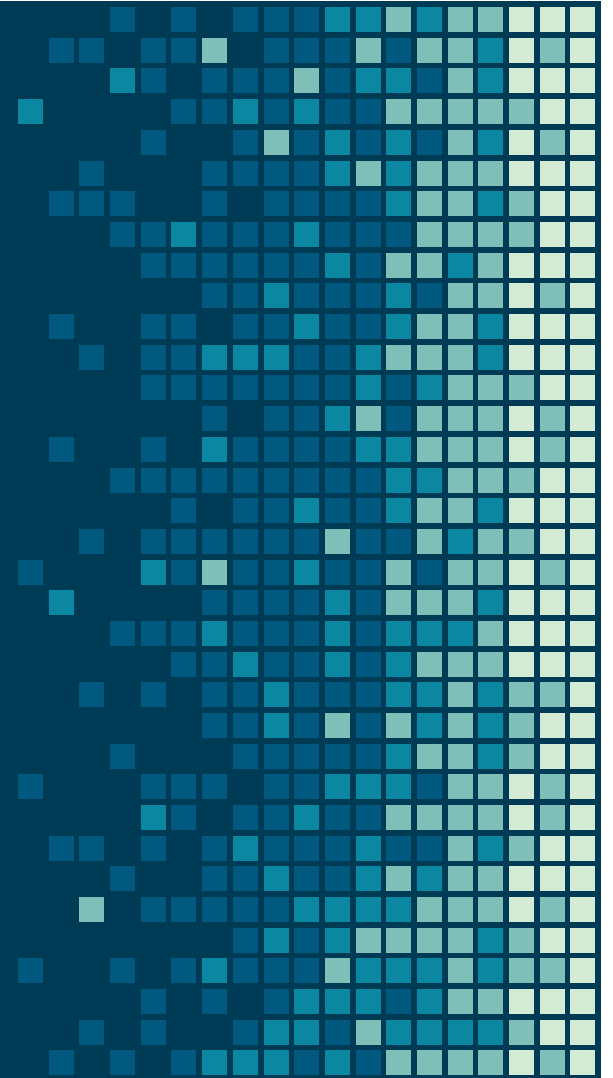# MIS 3506

Digital Design & Innovation Studio

Exam #01 Review Session

Amy Lavin/Steve Sclarow

How do I get an A?

1. Read the material before class.

2. Come prepared to ask questions/discuss.

3. Put effort into doing your assignments and team critiques.

4. Take in-class exercises seriously.

5. Study hard for the tests.

6. Produce a great project solution and prototype.

7. Impress me with the quality of your work.

8. TIMELINESS and ATTENDANCE!

Exam #1

Chapters 1-4 & 6 up to page 228!

No Process Diagramming.
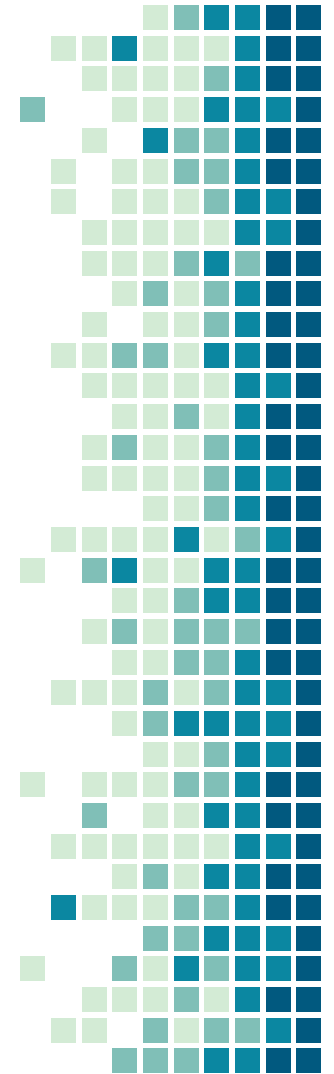
Course Objectives: BA

- **Analyze** a business process and specify requirements for improving that process.

- **Apply** information gathering techniques to elicit requirements which will be used to compose business and technical requirements.

- **Recommend** information systems solutions to improve or transform business processes.

- **Make** "as is" vs "to be" analyses, justify proposed process information systems solutions.

- **Implement** and negotiate changes to requirements.

- **Encourage** independent and CRITICAL THINKING.

Business Analysis

"The set of tasks and techniques used to work as a liaison among stakeholders in order to understand the structure, policies, and operations of an organization and recommend solutions that enable the organization to achieve its goals."

- The International Institute of Business Analysis (IIBA)
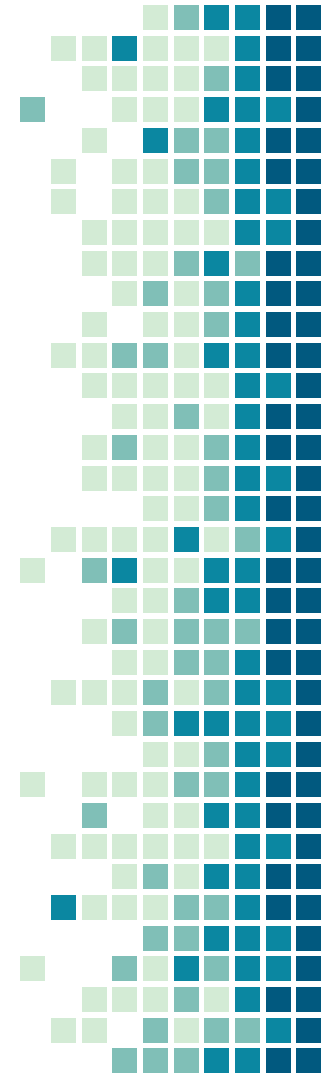
Business Analysis involves...

- **Identification** of business problems and opportunities

- **Elicitation** of needs and constraints from stakeholders

- **Analysis** of stakeholder needs to define requirements for a solution

- **Assessment** and validation of potential and actual solutions

- **Management** of the "product" or requirements scope

Analysis – The separating of any material or abstract entity into its constituent elements (opposed to synthesis).

Synthesis – The combining of the constituent elements of separate material or abstract entities into a single or unified entity (opposed to analysis).
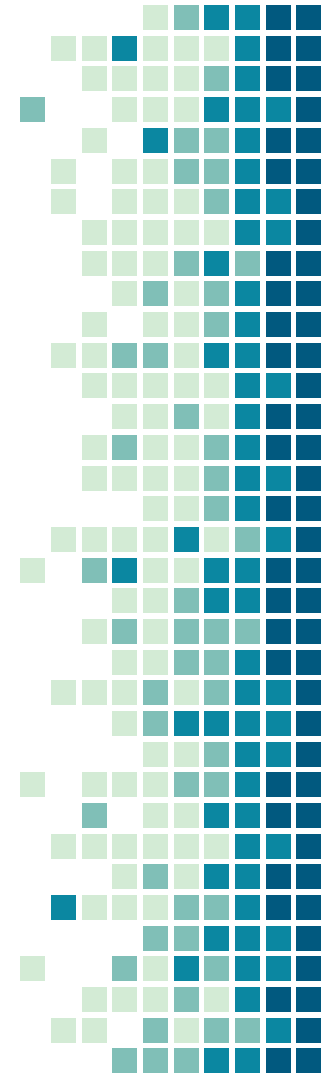
Analysis – PULLS IT APART

Synthesis – PUTS IT TOGETER
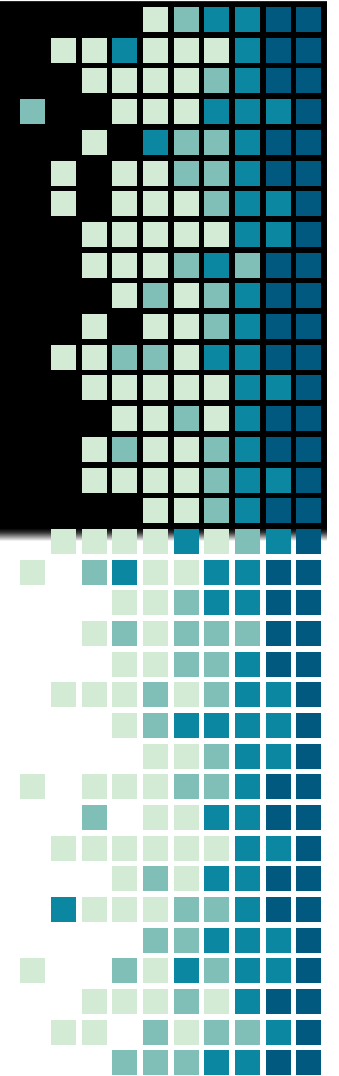
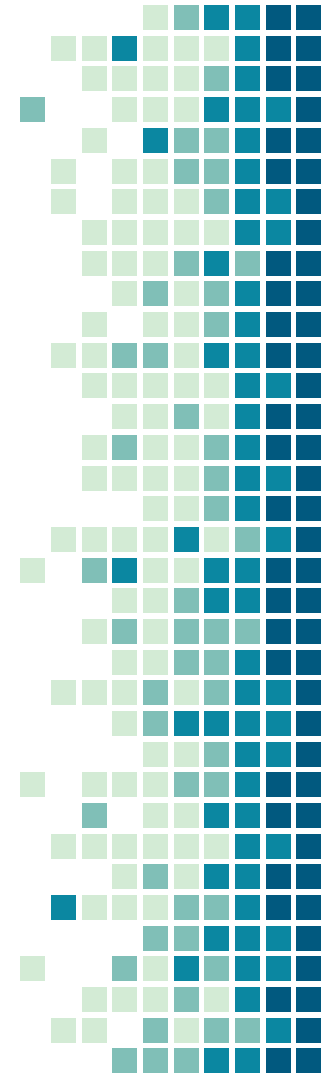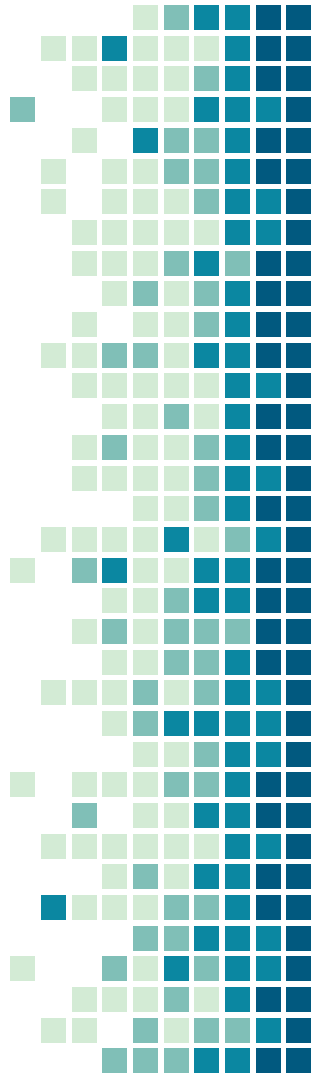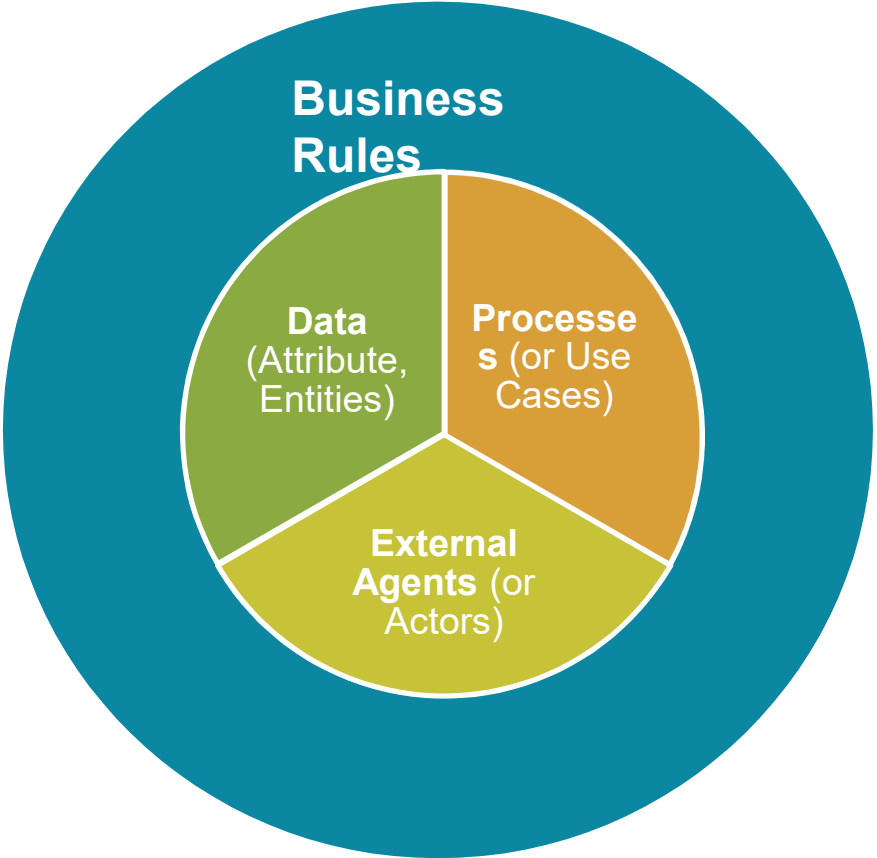What are the traits of the most successful **Business Analysts**?

Where do Business Analysts come from, IT or a business unit?
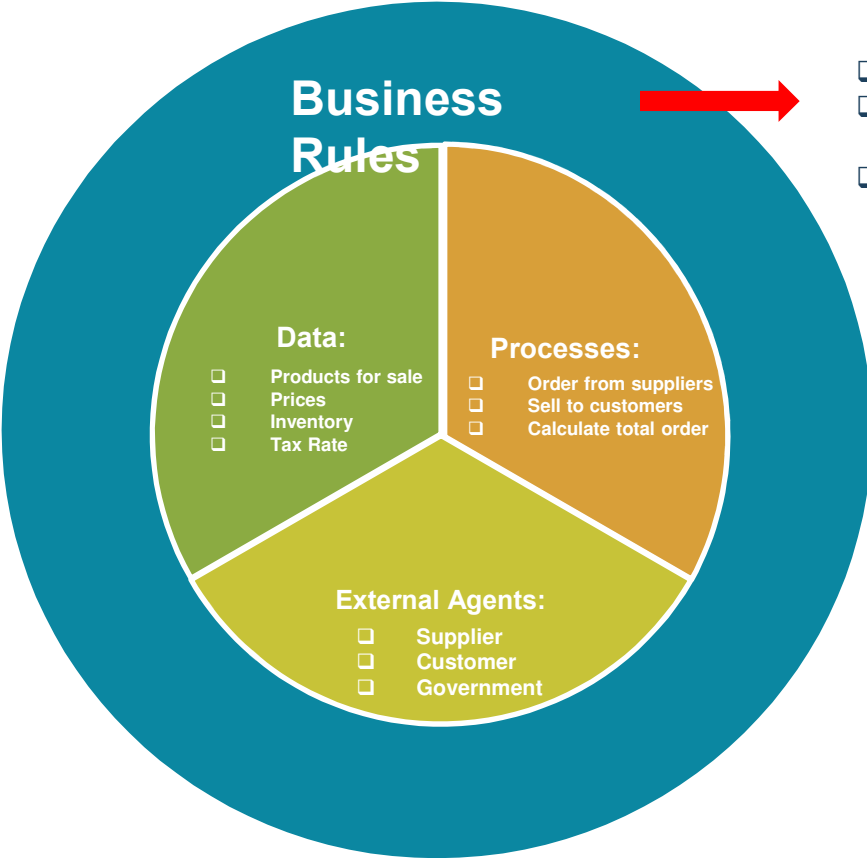
Which is better?

**Who do business analysts work for, IT or a business unit?**

Core Requirement Components

Business Rules

Data (Attribute, Entities)

Processes (or Use Cases)

External Agents (or Actors)

Grocery Store Example

Business Rules

Data:
- Products for sale
- Prices
- Inventory
- Tax Rate

Processes:
- Order from suppliers
- Sell to customers
- Calculate total order

External Agents:
- Supplier
- Customer
- Government

- Limited shelf space for inventory
- Tax rate requirement due to government
- Perishable goods shelf life limitations
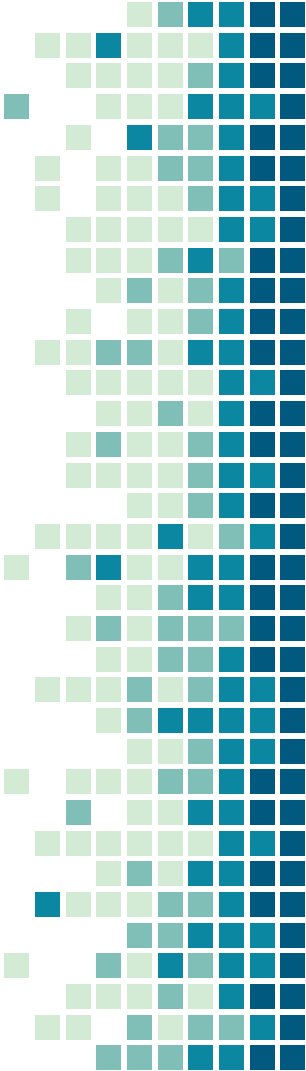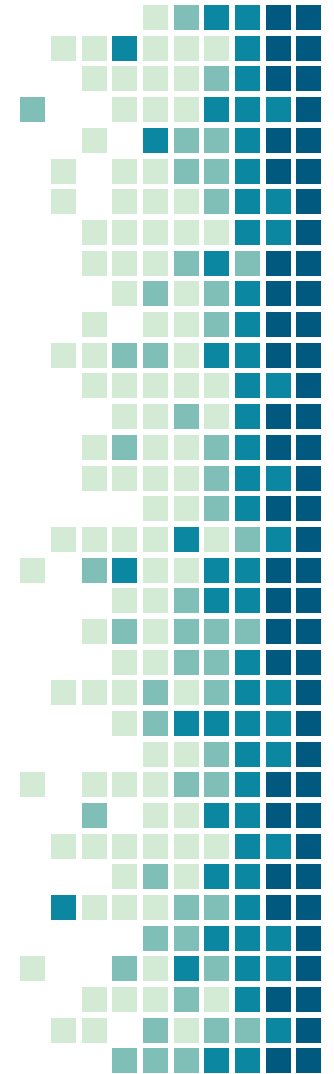
What is a **product**?

What is a **solution**?

What is a **deliverable**?

What is a **stakeholder**?

"Persons and organizations actively involved in the project or whose interests may be positively or negatively affected by the execution or completion of the project."
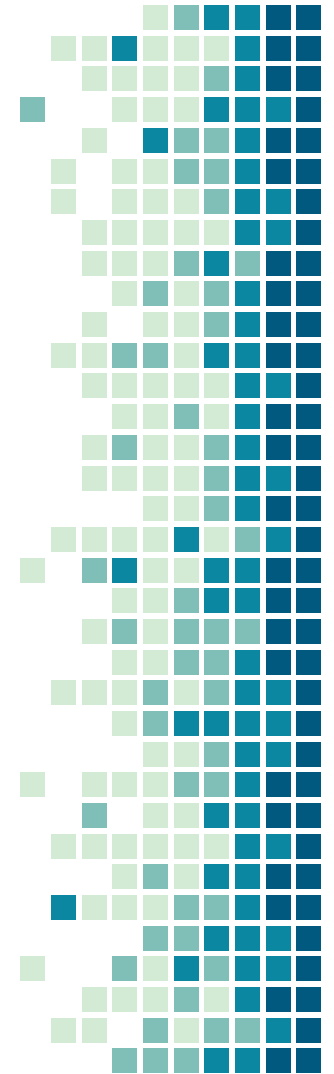
What is a "Project Sponsor"?

What are the project sponsor's roles & responsibilities?

**How do you communicate with the sponsor?**

Project Scope Document

- What is it?

- Why is it important?
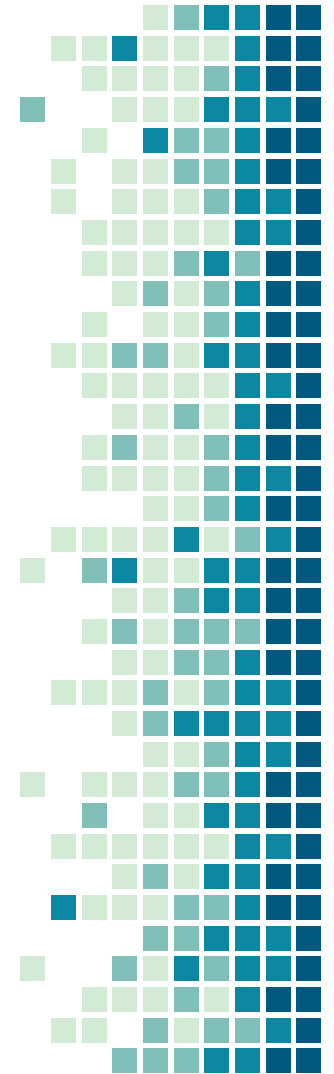
- Why do we start with the scope?

Project Scope Document

- Usually done before you would join project by PM but you might be asked to help.

- Written & graphical.

- The work that needs to be done, and ONLY the work that needs to be done, to deliver the product and solution.

- Scope creep– an incremental expansion of the project scope as requirements not truly necessary for the solution get included.

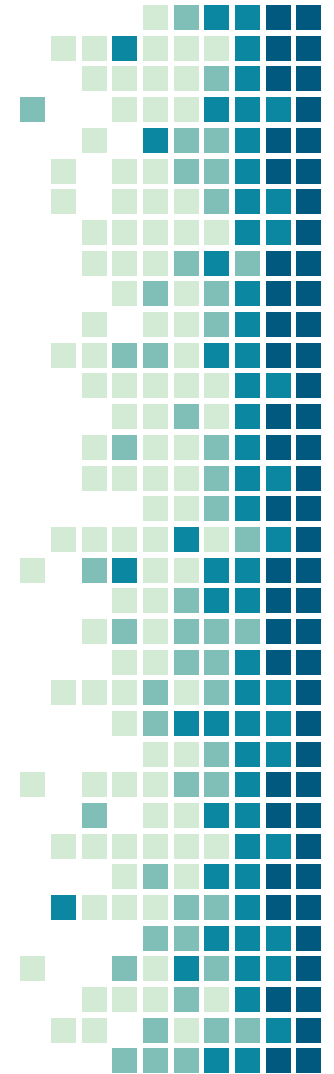- PM should do forward looking parts.
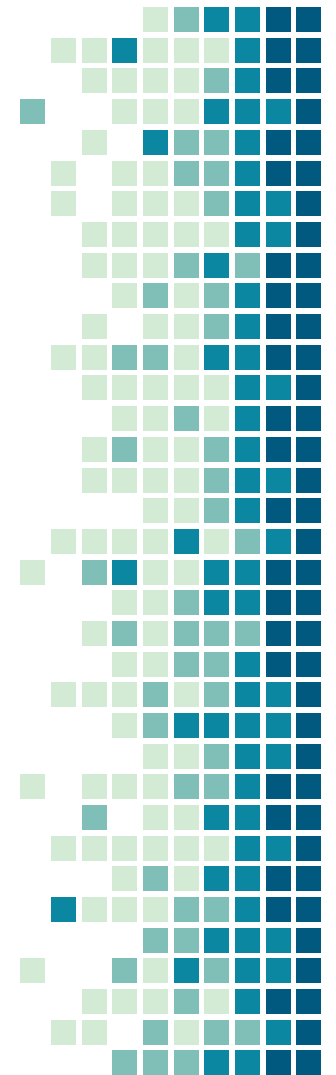
Project Scope Document Contents

- Statement of Purpose (Problem Description)
- Objectives
- Problems & Opportunities
- Risks
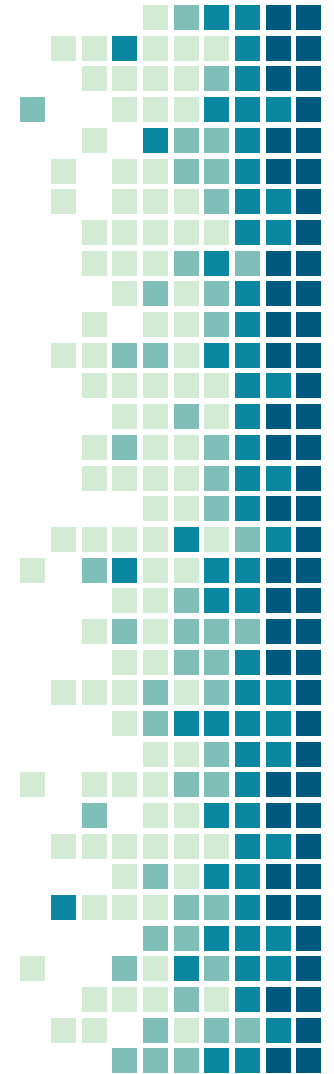- Assumptions & Constraints
- Stakeholder Analysis
- Glossary

How does a BA **elicit** requirements?

How BA's Elicit Requirements

- Describe these elicitation techniques and how you would use them:

    - Reviewing existing documentation

    - Observation

    -Interviews

    - Surveys & questionnaires

    - Facilitated sessions

    - Focus groups

    - Competitive analysis

    - Interface analysis

MIS 3506 Keys to your Exam Success

- Reread your texts and sample cases

- Study individually and with your peers

- Review your class notes

- Don't rush through the exam

- Carefully read the exam case studies

- Trust your instincts