

Analyst Document Kit



Thank You for purchasing the Analyst Document Kit [Start Plan] and making an investment to augment your professional expertise.

Please read this document to understand the templates contained within the repository and how to best use them.

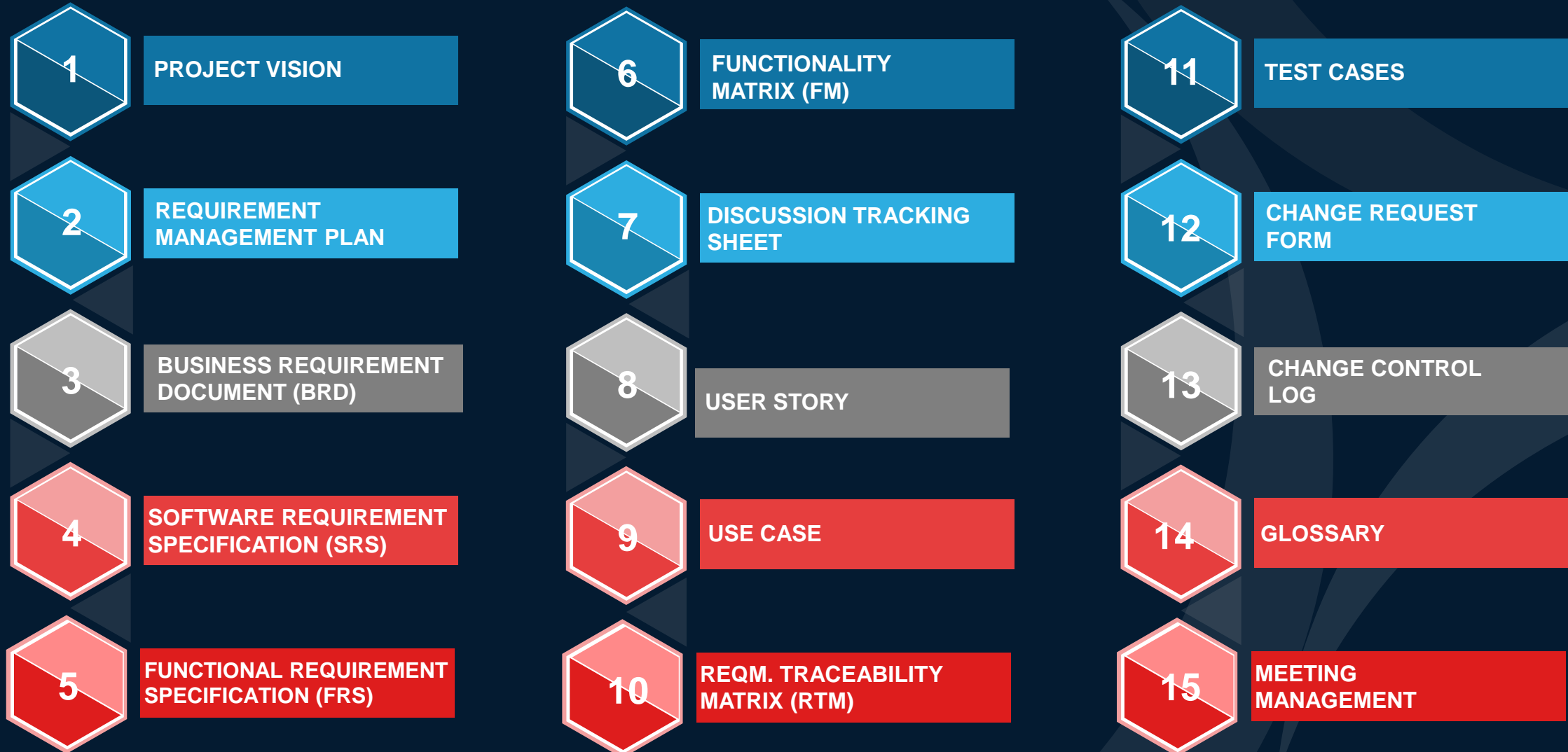


Here's what all you will get as part of the Kit



- 15 carefully curated 'word' and 'excel' based templates for authoring business analysts and requirement management documentation
- Practical tips and actionable advice for every section within the documents
- Covers requirement planning, requirement documentation, requirement tracking, change management, and meeting management

List of documents covered



KIT DETAILS

1. PROJECT VISION DOCUMENT (contains Template)

Define the vision for your project by describing the very reason the project is being undertaken, the problem it will solve and its high-level features.

2. REQUIREMENT MANAGEMENT PLAN (contains Template)

Describe your project's complete process of gathering requirements including analysis, documentation, approval, change requests and overall management

3. BUSINESS REQUIREMENT DOCUMENT (BRD) (contains Template)

Capture all your business requirements and stakeholder requirements in a streamlined fashion

4. SOFTWARE REQUIREMENT SPECIFICATION (FRS) (contains Template)

Elaborate and categorize your BRD's high-level requirements into project modules, sub-modules, and specific features



KIT DETAILS

5. FUNCTIONAL REQUIREMENT SPECIFICATION (FRS) (contains Template)

Wondering if your documentation comprehensive enough? **Catalog** the minutest details around your project's functional requirements with this 22 paged FRS template

6. FUNCTIONALITY MATRIX (FM) (contains Template)

Collate project-wide functionalities and workflows in one single spreadsheet and tag every requirement with a unique identifier

7. USER STORY (contains Template)

Exhibit your documentation agility by quickly detailing specific functionalities using this well-designed user story template

8. USE CASES (contains Template)

Accurately **elucidate** how different users will interact with the system with the use case template comprising of 13 logical sections



KIT DETAILS

9. DISCUSSION TRACKING SHEET (contains Template)

Meticulously track and be on top of all the project discussion with this systematized tracking spreadsheet

10. TEST CASES (contains Template)

Author detailed and exhaustive acceptance test case for project functionalities as well as track their execution

11. REQUIREMENT TRACEABILITY MATRIX (RTM) (contains Template)

Perform forward and backward traceability of all your project requirements by mapping all requirements, source code, test cases and release details in the RTM

12. GLOSSARY (contains Template)

Appropriately define all the terminologies and jargons used within your project and create your very own project dictionary!



KIT DETAILS

13. CHANGE REQUEST FORM (contains Template)

Avoid project scope creep and record every change requested for the project functionalities with this structured CR template

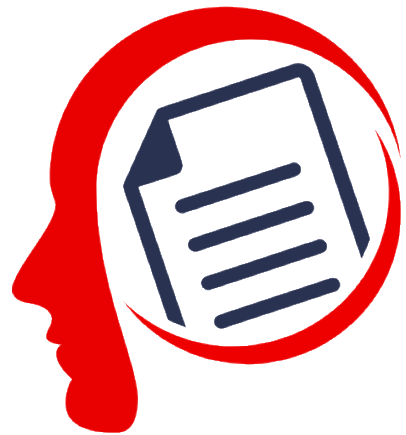
14. CHANGE CONTROL LOG (contains Template)

Save your project from a cost/schedule overrun and chronicle the details of all the change requests submitted during your project's lifecycle

15. MEETING MANAGEMENT (contains Template)

Become a master meeting facilitator with practical templates for defining meeting agenda, recording meeting minutes and following up on action items





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<https://thebusinessanalystjobdescription.com>

