

# Analyst Document Kit



***Thank You*** for purchasing the Analyst Document Kit [Advance 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.**



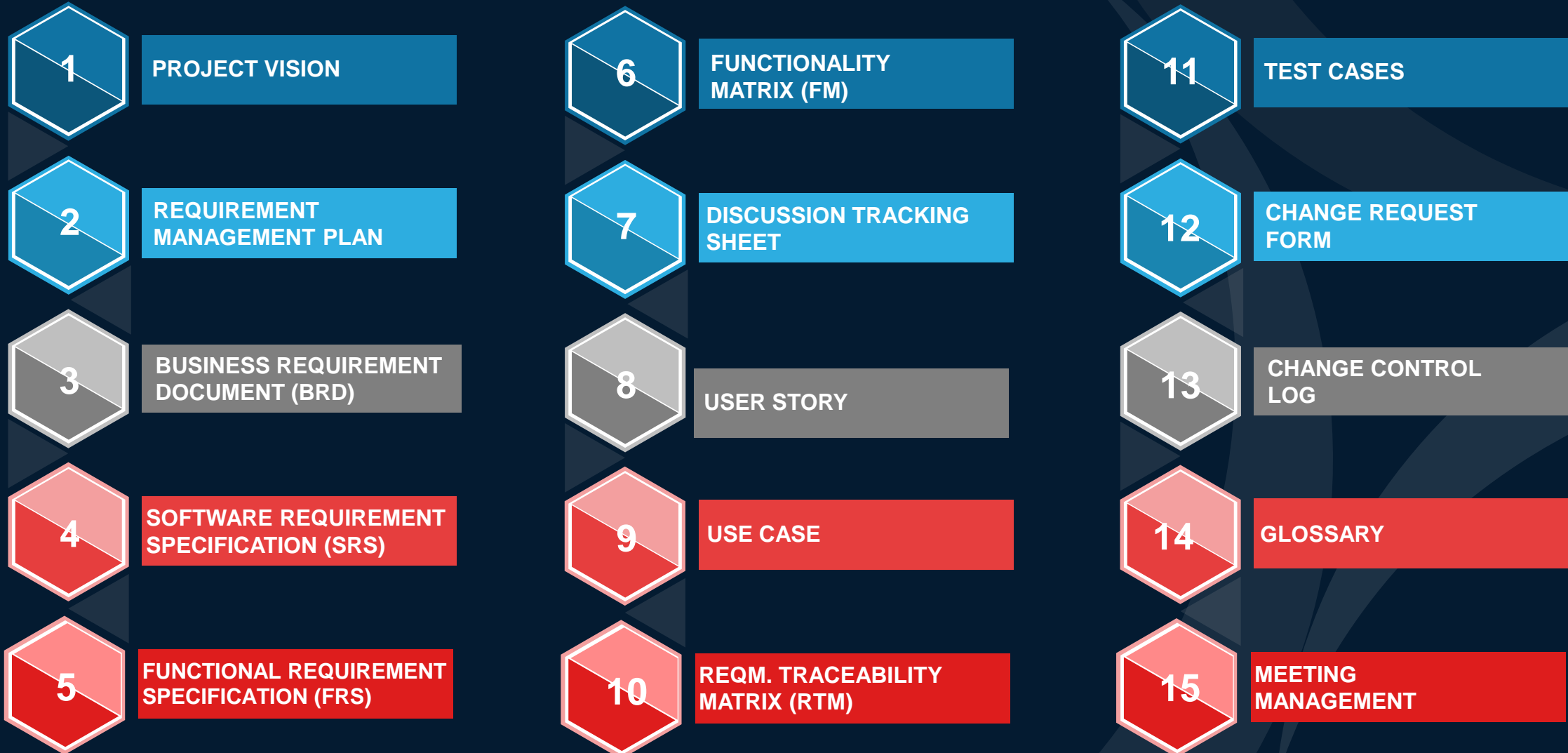
# Here's what all you will get as part of the Kit



- 15 carefully curated 'word' and 'excel' based templates for authoring business analysts and requirement management documentation
- 15 corresponding, real-world document samples for each of the documents
- Practical tips and actionable advice for every section within the documents
- 'UI/UX and Wireframing Guide'
- Covers requirement planning, requirement documentation, requirement tracking, change management, and meeting management



# List of documents covered



# KIT DETAILS

## 1. PROJECT VISION DOCUMENT (contains Template and Document Sample)

**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 and Document Sample)

**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 and Document Sample)

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

## 4. SOFTWARE REQUIREMENT SPECIFICATION (FRS) (contains Template and Document Sample)

**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 and Document Sample)

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 and Document Sample)

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

## 7. USER STORY (contains Template and Document Sample)

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

## 8. USE CASES (contains Template and Document Sample)

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 and Document Sample)

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

## **10. TEST CASES** (contains Template and Document Sample)

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

## **11. REQUIREMENT TRACEABILITY MATRIX (RTM)** (contains Template and Document Sample)

**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 and Document Sample)

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 and Document Sample)

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

## **14. CHANGE CONTROL LOG** (contains Template and Document Sample)

**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 and Document Sample)

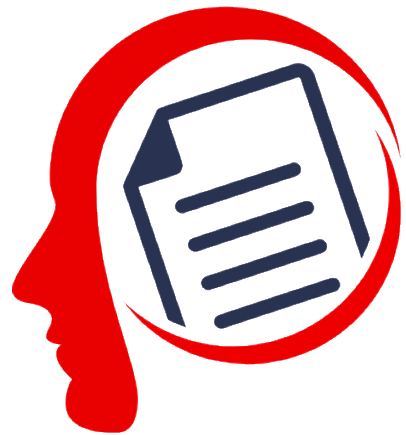
Become a master meeting facilitator with practical templates for defining meeting agenda, recording meeting minutes and following up on action items

## **BONUS 1 - UI/UX GUIDE FOR BUSINESS ANALYSTS** (contains Guidebook)

**Grasp** the nuances of User Interface (UI) design and learn to create wire-frames







# Analyst Document Kit

<https://thebusinessanalystjobdescription.com>

