

## BA's Project check-list

### Customers

#### Key stakeholders

name, contact details  
communication style  
role and attitude  
frequency of communication  
log of communications  
communication granularity level  
interests - common ground to share

#### Key business function/process owner

name, contact details  
communication style  
role and attitude  
frequency of communication  
log of communications  
communication granularity level  
interests - common ground to share

#### Business end users

name, contact details  
communication style  
role and attitude  
communication granularity level  
interests - common ground to share

### Project

#### Project Initiation Document

problem description  
business unit(s)  
affected business processes/enabling services  
solution urgency  
project timeframe (start/end, phases)  
project scope  
known risks

#### Current State analysis

business function  
business processes  
findings (pain points/severity)  
existing enabling business services  
security requirements  
sensitive data  
technology lifecycle  
architectural constraints

## BA Activity

- analysis scope
- requirement gathering approach
- naming conventions
- requirements management & traceability
- change management
- agreed list of deliverables
- document management (version control, status, location)

## Project team

- roles
  - names, contact details
- responsibilities within the project
- communication of BA artifacts

## Workflows

- review
- approval

## Project Vision

- problem statement
- key objectives
- approach
- project scope
- expected outcome
- acceptance criteria
- stakeholder analysis
- High-level requirements
- business context

