### BA’s Project check-list

<table>
<thead>
<tr>
<th><strong>Customers</strong></th>
<th><strong>Key stakeholders</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>name, contact details</td>
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<tr>
<td></td>
<td>communication style</td>
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<tr>
<td></td>
<td>role and attitude</td>
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<td></td>
<td>frequency of communication</td>
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<td>log of communications</td>
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<td></td>
<td>communication granularity level</td>
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<tr>
<td></td>
<td>interests - common ground to share</td>
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</tbody>
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<table>
<thead>
<tr>
<th><strong>Key business function/process owner</strong></th>
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</thead>
<tbody>
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<table>
<thead>
<tr>
<th><strong>Business end users</strong></th>
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</thead>
<tbody>
<tr>
<td>name, contact details</td>
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<table>
<thead>
<tr>
<th><strong>Project</strong></th>
<th><strong>Project Initiation Document</strong></th>
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</thead>
<tbody>
<tr>
<td></td>
<td>problem description</td>
</tr>
<tr>
<td></td>
<td>business unit(s)</td>
</tr>
<tr>
<td></td>
<td>affected business processes/enabling services</td>
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<tr>
<td></td>
<td>solution urgency</td>
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<td></td>
<td>project timeframe (start/end, phases)</td>
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<tr>
<td></td>
<td>project scope</td>
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<tr>
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<td>known risks</td>
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</tbody>
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<table>
<thead>
<tr>
<th><strong>Current State analysis</strong></th>
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<tbody>
<tr>
<td>business function</td>
</tr>
<tr>
<td>business processes</td>
</tr>
<tr>
<td>findings (pain points/severity)</td>
</tr>
<tr>
<td>existing enabling business services</td>
</tr>
<tr>
<td>security requirements</td>
</tr>
<tr>
<td>sensitive data</td>
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<tr>
<td>technology lifecycle</td>
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<tr>
<td>architectural constraints</td>
</tr>
</tbody>
</table>
### 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

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