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| **Project Background** |
| * *What is the current environment/context? (ex. COVID pandemic? Legislative change? Larger initiatives?)*
* *Link to IT ABC Form, RFP, or other available project summaries*
* *What is the problem or need?*
	+ *Are there facts or data that indicate there is a problem?*
* *What impact is the problem having?*
* *What is/are the project objective(s)?*
	+ *Provide SMART goals or objective measures when possible*
 |
| **Analysis Background** |
| * *What type of analysis work has already been completed?*
* *Does this project build upon a prior project?*
* *Does this project replace an existing system?*
* *What is the current project environment in which the analysis will be taking place?*
* *What project or product decisions are anticipated to be supported by future analysis?*
 |
| **Analysis Scope** |
| * *What are the specific areas of analysis?*
* *What will the BA team not be analyzing?*
* *What constraints have been placed on the project (i.e., time, staffing, funding, etc.)?*
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| **Analysis Methodology** |
| * *Describe the project model to be leveraged? (i.e., Agile, hybrid)*
* *What business models will be produced?*
	+ *As needed for clarifications, business process optimization…*
* *What elicitation and validation activities will the BA(s) conduct?*
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| **Information Management & Communication** |
| * *What tools will be used to organize the deliverables and artifacts produced?*
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| **BA Roles and Responsibilities** |
| *Possibilities include:* * *Liaison between Product Owner, Sponsor, SMEs, and Project Team*
* *Maintain stakeholder register*
* *Facilitate Product Backlog grooming/refinement*
* *Facilitate Sprint Backlog grooming/refinement*
* *Draft/Verify/Validate/Approve new and updated requirements*
* *Assist business/testing team in developing test cases and/or testing strategy*
* *Assist with management of ADO or other sprint/release management tools*
* *Peer review project documentation*
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