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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?* |
| **Information Management & Communication** |
| * *What tools will be used to organize the deliverables and artifacts produced?* |
| **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* |