

COMMON BUSINESS ANALYSIS DELIVERABLES

Deliverable Type	Useful When	Methodology
Business Process Models: Current State or “As Is”	The existing business process is not well understood.	Any
Business Process Models: Future or “To Be”	The project will result in changes to existing business processes or new business processes that need to be defined and implemented.	Any
Business Rules Spreadsheet or Database	There are multiple business rules that need to be maintained separately. Business rules can also be included in other documents, such as use cases, user stories, and functional requirements documents.	Any
Data Dictionary	New types of information need to be stored in a new or updated database structure.	Any
Data Map	Data needs to be migrated from one database to another or integrated between systems.	Any
Epic	Your team wants to break a large initiative into manageable chunks of scope. Epics are often decomposed into product backlogs and user stories, and several use cases may be written to decompose an epic into functional requirements.	Agile
Functional Requirements Document (FRD) or Software Requirements Specification (SRS)	Defining functional requirements in a single document for sharing or eventually capturing them in a requirements management tool.	Traditional
Nonfunctional Requirements List	Certain qualities of the software, such as performance, usability, and security are important. Like business rules, nonfunctional requirements may be included in other documents such as use cases, user stories, or a software requirements specification.	Any
Product Backlog	Working on an agile team, where the list of user stories is kept in a product backlog that the team uses to plan, prioritize, and sort ideas.	Agile
Training Guide	The end users will face significant changes or be expected to use new tools and/or follow new business processes when doing their work.	Any
Use Cases	Defining functional software requirements that are interactive in nature.	Any
User Acceptance Test Plans/Cases	The end users or business stakeholders are expected to be part of the effort to test and approve the functional requirements implemented as part of the software solution.	Any
User Interface Specification	Defining specific business rules for a user interface screen of a software application.	Any
User Stories	Capturing the details of specific items on the product backlog for implementation and testing.	Agile
Wireframes	Defining the flow or look of the user interface for a software application.	Any