

Gouri Joshi

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Business Analyst/Scrum Master

Objective: As a business analyst looking for an opportunity to make a difference by bringing my enthusiasm and expertise to the forefront of a leading company's business analysis and business decisions.

EXPERIENCE: BUSINESS ANALYST/SCRUM MASTER

Experienced business analyst specializing in requirements analysis and SDLC documentation. Worked along the different phases of Project including requirement gathering, requirement analysis, tracking of requirement, gap analysis, System requirement.

Skills: Wireframes, Agile, Jira, Excel, Use Cases, UML, Requirement Gathering, Tableau, Documentation, Conducting Client Workshops, Creating Release Plans, Prototyping, SWOT, MS Office, User stories, Brainstorming, Gap Analysis, JAD, BRD, FRD, SRS, RTM, UAT, Visio, Functional Testing, Forecast, Product Backlog, Demo Session, Communication, Problem solving skills, listening skills, Time Management, Writing Reports, Stakeholder management, Data Flow Diagrams, Adobe XD.

WORK EXPERIENCE
Business Analyst/Scrum Master
Webkorps Optimal Solution Pvt. Ltd.
09/2019 – Present

Responsibilities:

- Responsible for supporting an Agile Software Development process and playing an important role in solution. Responsible for Bug management activities using JIRA.
- Responsible for Requirement Gathering process via different methodologies such as client interviewing, requirements workshops, and wireframing / screen mock-ups.
- Working in a Scrum team environment and participated in backlog review and Sprint planning sessions, following Agile methodology.
- Creating and maintaining a Product Documentation in Confluence for a one stop repository of all features. Creating wireframes and data flow chart for the new enhancement of the application.
- Supported and maintained all requirement and project related requirement documentation including BRDs, FRDs. Creation of user stories in JIRA and test cases.
- Providing man hour estimates to the management team and creating a road map for mobile application development based on market research.
- Responsible for prioritizing the requirements with the help of product owners. Followed Moscow technique for prioritization. ● Contributed to a high-fidelity prototype of the mobile app in the design and development process to ensure the functional as well as the 'look and feel' needs being met.
- Responsible for Requirements meetings, requirement gathering and obtaining sign-off from the Stakeholders. Prepared User Stories based on the client prioritization of the new system.
- Working in requirement elicitation, documentation, gap analysis, problem solving, business flow mapping, solution design, functional testing and UAT.
- Working on client specific Business Requirement Documents (BRD) and functional Requirement Document (FRD) and created Requirement Traceability Matrix (RTM) for ensuring that the requirements are completely tested. ● Performing usability testing and organizing focus groups to discuss and ensure effective adoption of feedback to improve the usability of the mobile applications and web-based applications.
- Facilitated Sprint Planning, Daily Stand-up, Sprint Retrospective and Sprint Review meetings for software development Scrum

teams for new 'Unity' integrated database software and service product.

- Communicated stakeholder requirements into functional specifications, workflow, data flow diagrams, use cases. ● Efficiently led the integrations activities that included starting from requirements gathering till testing, and bug fixes ensuring quality of product is enhanced. Responsible for conducting User Acceptance Testing (UAT) and documentation of Test Cases.
- Followed UML based methods using Rational Rose to develop use cases and activity diagrams, assisted developers in creating sequence diagrams and collaboration diagrams.
- Gathered requirements during inception phase, documented and delivered functional specification documents, and assisted architecture analysis and design using UML and Rational tools.
- Responsible for the building of wireframe model to define the way in which the final solution should look and operate also Analyze the requirements to identify the functional needs and acceptance.
- Organized and conducted Project Initiation, Strategy, and Kick off Meetings, and worked closely with release manager to coordinate release collaboration and integration efforts across all Scrum teams.
- Removed project roadblocks, ensured all Agile and Scrum best practices were followed by team members, shielded team from outside influences, and facilitated all sprint meetings.
- Being a scrum master Clearing obstacles, Establishing an environment where the team can be effective also addressing team dynamics. Protecting the team from outside interruptions and distractions.
- As a scrum master ensuring a good relationship between the team and product owner as well as others outside the team. ● Analysing businesses through SWOT and gap analysis, process modeling and project delivery planning. Successfully managing, tracking and executing multiple projects helping businesses in saving revenue and increasing productivity. ● Facilitate sprint planning and release planning activities with project team and PO such as: Feature, Epic, and User Story creation, vertical slicing, sizing and forecasting.
- Expert Confidential requirements gathering through direct User Interviews, Workshops, secondary Market Research and Databases to drive out detailed information.
- Analyzing and documenting business requirements and system functional specifications by visual modeling using UML diagrams including use case diagrams, class diagrams, activity diagrams and process flow diagrams.
- Helped PO and PM in ROI Analysis, Cost-Benefit Analysis and SWOT analysis in order to be prepared for potential business and technical risks to the system.
- Develop business processes and forms to streamline workflow and improve documentation and reporting capabilities. Identified Product Gaps and suggested enhancements to the Client.
- Worked in entering and updating Issues (Epics, Stories, and Tasks) onto Jira Agile application.
- Creating Process Workflows, Functional Specifications, and responsible for preparing Software Requirement Specifications (SRS), and Functional Specification Document (FSD).
- Working with business analyst to find out the things of significance to the project and relationship between them and based on that design the logical data model and/or UML visual modeling which addresses business and functional requirements of systems development.
- Troubleshooting workflow issues with Subject Matter Experts and communicating the same for process development. Create daily reports in designed Excel spreadsheet with pivot tables.
- Responsible to identify and solving problems affecting the business solution and works closely with the project manager to analyze the existing business systems and make recommendations for improvement. I was also responsible to create the Data flow diagram.
- As a business analyst looks to a user research to provide the context, understanding and user insight around the process points they may have identified.
- Conducted and analyzed technology processes by requirement performance modeling UML and prepared essential groundwork. Collaborate, identify and document existing business processes and workflows.
- Guiding the development team during a sprint, addressed open queries, reviewed done items and provided sign-off for the product release. Conducting Inception workshops for the clients to develop a thorough Product Roadmap. ● Developing business architecture using requirements such as scope, processes, alternatives, and risks. At times played a role of Scrum Master in controlling the overall functioning of the Sprint.
- Conducted JAD sessions, user interviews, and detailed research requirement meetings to capture the requirements and prepare BRD. Assist testing team by ensuring requirements document can be translated into test plans. ● Working closely with the technical team to smoothly support the go - live deployment of products and systems by providing additional testing support and needed documentation for clients.

Business Analyst
Consultadd Services Pvt. Ltd.

06/2016 – 08/2018

Responsibilities:

- Participated in and supported product development efforts and projects from an end-to-end perspective, organized and facilitated Scrum Release Planning, Sprint Planning, Daily Stand-Up, Sprint Review, Sprint Retrospective and Product Demonstration Meetings for four Scrum Teams.
- Evaluate risks related to requirements implementation, testing processes, project communications, and training saving the company. Designed and developed use cases, activity diagrams, and sequence diagrams using UML.
- Organized requirement gathering via conducting JAD sessions, interviews, leading workshops, and surveys. ● Successfully managed Project Backlogs, release scheduling, Project duration estimation and forecasting. ● Actively involved in requirement gathering, analysis of the requirements and gaps and writing of test cases. ● Regularly conducted SWOT analysis and provided assessment and identification of key aspects for a sustainable system in respect to the competitors, enhanced brand value, and better customer interaction.
- Assured timely delivery of various documents BRD, Wireframes, MS Visio Source files, Content etc. To the development team. Record client's business requirements in the form of JIRA user stories and BRD.
- Engage client to gather software requirements/business rules and ensure alignment with development teams. ● Conducted weekly Change control review meetings and worked with project teams to ensure that all the changes/ defects are implemented on time. Participate in Sales Effectiveness, Agile Scrum, Sprint planning and Product Backlog meetings. ● Proficient in preparation of BRD, FRD and SRS, Use Case development, UML modeling with Sequence diagrams and Activity diagrams using MS Visio.
- Worked with senior member to Translate stakeholder requirements into functional specifications, use cases, workflows or process diagrams.
- Worked on sprint and release planning, daily stand-ups, reviews, retrospectives, demos and other Agile/Scrum related ceremonies..
- Co-authored Business Requirements Specification (BRS), Use Case Specifications, Systems Requirement Specification (SRS) and Change Request in collaboration with the Business Group.
- Gathered Requirements from different sources like Stakeholders, Documentations, Corporate Goals, Existing systems. ● Develop and plan the execution of UAT test scripts and participate in co-coordinating release activities. ● Translate stakeholder requirements into different tangible deliverables such as functional specifications, user cases, user stories, workflow/process diagrams, data flow/data model diagrams. Identify and reconcile errors in client data to ensure accurate business requirements.
- Worked on the user stories with use cases in JIRA to have enhanced traceability and visibility to the entire team. Developed use case with UML for new product functionality.
- Worked on requirement elicitation sessions using a variety of facilitation techniques like JAD sessions, focus groups, document review, and interviews.
- Developed Test Cases to test the functionality of the system based on the test conditions
- Draft and maintain business requirements and align them with functional and technical requirements. Work with technical team to produce technical specifications and design documents.
- Professional, organized, adaptable & motivated with excellent analytical, communication and problem-solving skills.

Education: Bachelor's in Engineering from RGPV, Indore (M.P.) in 2016