



Shruti Chavan

Business Analyst

SUMMARY

- 4+ years of experience in Program governance, Project Methodologies, Software size/cost estimation, Project Delivery, Handling cross functional teams and leadership.
- Good understanding of Full Implementation Life Cycle of the application (SDLC) and in post implementation support using Agile Methodology (Scrum Framework), Waterfall.
- Good knowledge of gathering requirements by conducting one on one interviews, brainstorming sessions and Joint Application Development (JAD) sessions.
- Good business document writing skills including Business requirements document (BRD), Functional Requirements Document (FRD) and system requirement specifications (SRS).
- Working knowledge of MS Suite MS Word, MS Project, MS Access, MS PowerPoint, MS Excel, MS Visio, Rational Clear Quest, SharePoint, Object Oriented Analysis Design (OOAD) & UML.
- Knowledge of conducting Cost/benefit analysis, GAP analysis, Risk Analysis, Impact Analysis.
- Proficiency in tracking and managing the requirements using Requirement Traceability Matrix (RTM) that controls numerous artifacts produced by the teams across the deliverables for a project.

EXPERIENCE

PNC Financial Services, NJ | Apr 2019 – Current

Business Analyst

- Actively conducted SCRUM meetings and ensured all Agile project techniques are used in accomplishing the tasks based on the deadlines.
- Created and maintained comprehensive test plans and test specifications through SharePoint.
- Designed and developed Use Cases, Activity Diagrams and Sequence Diagrams using MS Visio.
- Employed Rational Clear Quest for effective Change Management and bug tracking during the testing lifecycle.
- Performed Document Analysis and created process flow diagrams to understand the AS-IS process and collaborated with the team to design the TO-BE process based on the gathered requirements.
- Assisted in the development of project definitions, project scope, cost/benefit and risk analysis, work plans, daily and weekly progress reports, and presentations.

Endurance Technologies, India | Jan 2016 - Dec 2017

Business Analyst

- Used Waterfall life cycle methodology for Iterative development and Rapid delivery of the product.
- Involved in brainstorming session with Business users to create Approach/Solution for the project.
- Responsible for preparing Business Requirement Document (BRD), Functional Requirement Document (FRD), and Software Requirement Specification (SRS) then translating into functional specifications and test plans.
- Assisted Scrum master's in planning and organizing iterations and updated Rally during iteration planning sessions.
- Worked with users to gather and elaborate business and functional requirements and objectives for analysis.
- Maintained Requirement Traceability Matrix RTM for requirement, design, and test validations.
- Assisted the PM and the business team with project closure by presenting a complete progress chart with epics completed, and end-user feedback followed by a lessons-learned process chart for project team review.
- Worked on several reporting tools like Crystal Reports to help the company build a strong reporting process for effective management decisions.

EDUCATION

Masters in Cyber security

New York Institute of Technology, NY

SKILLS

Methodologies:

SDLC, Agile, Waterfall

Reporting Tools:

MS Project, MS Office, MS SharePoint, MS Visio

Documentation:

FRD, BRD, SRS

Analysis:

Cost/benefit analysis, GAP analysis, Risk Analysis, Impact Analysis

Tracking and Other Tools:

Jira, Rational Clear Quest, HP Quality Center, JAD, RTM, UAT

Operating System:

Windows, Linux

901-209-9712

shruti.c@cvmail.com

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