

# Business Analyst Starter Essentials – Overview

This package gives you everything you need to start working like a real Business Analyst from day one.

It includes templates, examples, and guidance used in real projects and real companies—designed and prepared by **Alan Tajbakhsh**.

Below is a clear snapshot of what's included and what each item is for.

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## Guide (How to Use the Package)

A simple, beginner-friendly guide explaining how each document works. Helps you understand when to use BRDs, FRDs, User Stories, RTMs, and more. Perfect for anyone new to Business Analysis or preparing for interviews.

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## Mini BRD Template

A lightweight **Business Requirements Document** template. Ideal for small changes, enhancements, or quick business needs.

## Mini BRD Example

A completed example showing you exactly how a real Mini BRD should look and how each section should be filled.

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## Full BRD Template

A complete enterprise-level BRD for large projects or detailed business analysis.

## Full BRD Example

A professionally written example that demonstrates clear, structured business requirements in real-world format.

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## Mini FRD Template

A simplified **Functional Requirements Document** used for small features or enhancements.

Clearly shows the functional behaviour the system must follow.

## Mini FRD Example

A filled version demonstrating how functional requirements, flows, and acceptance criteria come together.

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## Full FRD Template

A full, enterprise-standard FRD used in serious delivery environments.

Covers flows, data models, business rules, integrations, NFRs, and more.

## Full FRD Example

A complete example showing high-quality functional specification writing.

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## User Story Master Template

A professional Agile user story format including:

- Acceptance criteria
- Business rules
- Data fields
- Edge cases
- User flows
  - Everything a Scrum team expects in a real project.

## User Story Example

A fully written user story showing exactly how each section should look.

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## Sprint Planning Checklist (Bonus)

A simple checklist to help you prepare for sprint planning, prioritisation, and refinement sessions.

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## Stakeholder Analysis Matrix Template

A structured tool for identifying stakeholders, understanding their influence, and planning communication strategies.

## Stakeholder Matrix Example

A filled version showing how to analyse stakeholders in a real project.

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## Requirements Traceability Matrix (RTM) Template

A professional table that links:

BR → FR → User Story → Design → Test Case → Defects → Release

Used for end-to-end traceability in real organisations.

## RTM Example

A completed sample showing how full traceability works.