***Abhinav Jaina***

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**Professional Summary**

* With overall 6.9 years of professional experience as a Business Analyst and Product owner in healthcare Technology areas.
* Expertise in gathering business requirements by conducting Joint Application Design (JAD) sessions with various stakeholders and technical teams.
* Excellent Business writing skills in developing Business Requirement Documents(BRDs), Use Case Specifications, Solution Summary Document(SSD), Functional Specification Document (FSD), Non-Functional Specification Document, System Requirement Specification (SRS), Requirement Traceability Matrix (RTM),Building Product Backlog, Sprint Backlog and userstories.
* Involved in all phases of Software Development & Test Life Cycles.
* Good interpersonal abilities and communication skills, including writing, editing and presentation skills.
* Excellent Customer Facing Skills. Have an Expertise on creating product Backlog and conduct Sprint planning meetings based on Priority of development teams with collaboration of multiple teams.
* Extensively used Project management web applications Rally and Test case management application
* Hold strong analytical and problem-solving skills with a demonstrated ability to think innovative and rationally
* Demonstrated experience in dealing with challenging deadlines.
* Provided Easier Solutions for complex issues with a working structure
* Conducted Easier way of communication streams to pass the Knowledge/Information
* Good working knowledge on Agile Scrum methodology and a certified Professional Scrum Master (PSMI).
* Comprehensive knowledge in different SDLC phases and methodologies, waterfall and Agile (SCRUM)
* Hands on SharePoint Administration of Creating trackers and maintaining SharePoint trackers-2010
* Estimated more than 500 healthcare projects by feeding the Function Points and SNAP points into Software Evaluation and Estimation of Resources (SEER) tool to derive Effort, Schedule and Pricing.

**Organizations:**

* Working for OPTUM, Hyderabad since March 2014.

**Educational Details:**

* B.Tech in ECE from CVR College of Engineering affiliated to Jawaharlal Nehru technological University, Hyderabad with an aggregate of 72.5%.

**My Contributions – UHG/OGS:**

**Projects:**

**Project #5:**

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| --- | --- |
| Project Name | AM Reporting |
| Duration | Dec 2019 till date |
| Client | UHG |
| Role | Business Analyst , Scrum master |
| Organization | UHG |
| Tools, Environment  used for Requirement  gathering | Jasper Studio, Rally, Automation Anywhere |

**Title:** To automate the process and generate reports for CLM Activity and Am Manager Tool using Robotics Process Automation

**Description:**

AM Reporting tool is used to develop reports based on the Activity manger tool which describes the workflow of the providers. It describes the negotiation/retro process based on the AM tool which displays the reports of the created flow and management of contracts which is used to monitor the claim activity by extracting data from the Coupa migration Database.

**Responsibilities:**

* Create user stories on Rally based on AM workflow process.
* Collaborate with external team like Coupa for Db Migration. (out of UHG Network)
* Integrate the external database with jasper studio. (External Application)
* Collaborate and conduct Scrum call to clear impediments on DSM
* Create and extend with Dev and QA teams to fulfill the requirement
* Monitor the changes on AM tool and elaborate the impact on Reporting tool
* Manage and deliver the requirement working with CLM Reporting team and QA team.
* Provide a business solution for easier deliverables to reach the sprint and release deadlines

**Project #4:**

**Title:** To automate the process and generate opportnities to Employee who are looking for a role change based on the skill set .

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| --- | --- |
| Project Name | Career compass |
| Duration | From April 2017 to Dec 2019 |
| Client | UHG |
| Role | Agile Team Member (Business Systems Analyst) |
| Organization | UHG |
| Tools, Environment  used for Requirement  gathering/testing | **Tools** : R-Programming, R-shiny, Kanban Board, Rally |

**Description:**

Career Compass empowers talent mobility and redeployment within UnitedHealth Group using data analytics, machine learning, and automation. The platform seeks cost savings and business value by supporting career development, reducing turnover through facilitated redeployment, and aligning the interests of employees with the needs of the business.

**Responsibilities:**

* Product development based on the requirements and suggested necessary changes as required.
* Serve as a main liaison between business and IT stakeholders in all phases of the SDLC.
* Create Use case diagrams, Wireframe and Mockup diagrams, current and proposed state diagrams using Visio and conduct Scrum call (DSM).
* Product backlog management and prioritization of user stories.
* Create business requirements or data mapping documents for development user stories.
* Create and conduct UAT with the stake holders.
* Develop and capture the Enhancements based on the UAT sessions for next development.

**Project #3:**

**Title:** To automate the process and generate costsavings reports and calculate Employee allocation based on Rally and PPMO

|  |  |
| --- | --- |
| Project Name | APEP(Agile Programming Estimation Portal) |
| Duration | From Feb 2016 to Mar 2017 |
| Client | UHG |
| Role | Agile Team Member (Business Systems Analyst) |
| Organization | UHG |
| Tools, Environment  used for Requirement  gathering/testing | **Tools** : Rally, Excel and Fiddler |

**Description:**

APEP (Agile Programming Estimation Portal is Integration tool which is an interface between PPMO and CA Agile Rally tool. This tool is used to Estimate an Agile project to show the exact usage of resource by using the Portfolio items where the User stories are mapped and aligned to the Features/Capabilities.

**Responsibilities:**

* Involved in preparation of the User stories, Acceptance Criteria’s, test plans, test cases, etc.
* Testing the application using Agile and Waterfall Model in parallel.
* Mentored the new joiners in the team
* Provide Estimates for all the work requests handled.
* Hosted the Scrum calls on absence of Scrum master
* Involved in processing batch jobs using visual studio
* Involved in providing test data and loading of data to Business for UAT support
* Used SharePoint for configuration management.
* Acted as Associate product owner for the requirement discussion from off-shore
* Involved and trained New Joiners on CA Agile and PPMO Applications
* Involved in Writing user stories and handled development team

**Project #2:**

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| --- | --- |
| Project Name | FP Assist &PCT |
| Duration | Mar 2015 to April 2016 |
| Client | UHG |
| Role | Business Analyst coordinator |
| Organization | UHG |
| Tools, Environment  used for Requirement  gathering/testing | **Tools** : Scope, Excel, PCT, Rally and ALM |

**Description:**

PCT and FP-Assist are the tools which has interdependency in maintaining the track and generating the FP reports which are used as part of the Cost and BGE Calculations. As part of sizing the Applications and Estimating used FP Methodology standards which has made easier for the POC and budget planning

**Responsibilities:**

Involved in preparation of the test plans, test cases, RTM etc.

* Testing the application using Agile and Waterfall Model in parallel.
* Testing team member as back up to the Team lead.
* Mentored the new joiners in the team
* Provide Estimates for all the work requests handled.
* Hosted the Scrum calls on absence Scrum master
* Involved in processing batch jobs using visual studio
* Involved in providing test data and loading of data to Business for UAT support
* Used SharePoint for configuration management.

**Project #1:**

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| --- | --- |
| Project Name | FP Counting and Estimation |
| Duration | Mar 2014 to April 2016 |
| Client | UHG |
| Role | Business Analyst coordinator |
| Organization | UHG |
| Tools, Environment  used for Requirement  gathering | **Tools** : Scope, Excel, Seer tool |

**Description:**

Managed and driven a team of 53 stakeholders ranging from project managers to chief executives through the requirement gathering process.

Authored around 150 first grade use cases with functionality spread across 17 user roles and 5 system interface specifications to interact with 3 supporting applications.

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| **SKILLS INVENTORY** |
| * Requirement, Data and Solution Analysis, Scope management, Roadmap planning, Strategy Analysis, Business Model Generation, Business Process Management Negotiation, Prototyping, SharePoint, Rally * Implementation of new process for saving the cost to faster Delivery models in Agile * Provide an easier solution by Analyzing the issues based on development and data analysis * Conduct Scrum call and prioritize user stories based on priority * Gather Requirement and Create user stories based on the Stakeholder requirement |

**Personal Skills**

Methodologies : Waterfall and Agile Scrum

Requirement Gathering : Joint Application Design (JAD) sessions, GAP Analysis,

and other Techniques and MOSCOW technique

Estimation Techniques : IFPUG Function Point Analysis and SNAP methodologies and SEER based

Certifications: Microsoft Excel certified, ISTQB, CAT (Internal ), PSM-1(Professional Scrum master)

**Personal Dossier**

Date of Birth : 01-07-1990

Gender : Male

Father’s Name : Chandra Mouli Jaina. Languages Known : English, Telugu and Hindi. Marital Status : Married.

Address : Flat N0:301,

Saleemnagar, Malakpet,

Hyderabad-500036