

BA Pre-Flight: Requirements Readiness Review

Representative working artifact for pressure-testing a requirement before refinement. AI assists with extraction, comparison, assumption detection and edge-case prompts; final readiness decisions remain with the BA/Product team.

Artifact	Requirements readiness review
Prepared by	Nina Bernardo - Senior Business Analyst
Input	Discovery notes, design, existing behaviour, related tickets
Outcome	Ready / Ready with questions / Not ready

Source note used for this example: "Users should be able to cancel a booking. Obviously not once it has started. Refund handling is the same as today."

1. Pre-flight snapshot

Check	Finding	Status
User / business goal	Allow a user to cancel an eligible booking before it has started.	Confirmed
Business rule	Cancellation is not allowed once the booking has "started."	Needs definition
Existing behaviour	"Refund handling is the same as today" references an existing process not described in the note.	Needs research
Permissions	The note does not identify which roles can cancel.	Open
State model	Eligible statuses and the exact transition into "started" are not defined.	Open
Dependencies	Cancellation may affect availability, notifications, payment/refund handling and downstream reporting.	Validate
Readiness	Core intent is understood, but key rules remain unresolved.	NOT READY

2. Assumptions detected

ID	Potential assumption	Decision
A-01	Cancellation automatically triggers a refund.	Reject. The source note does not support this.
A-02	"Started" means the scheduled start time.	Do not assume. Confirm the product status/event that controls eligibility.
A-03	All booking types follow the same cancellation rule.	Do not assume. Check product variants and exceptions.
A-04	Any user who can view the booking can cancel it.	Do not assume. Confirm role/permission rules.

3. Questions to resolve before refinement

ID	Question	Owner / next step
Q-01	What exactly makes a booking "started" in the product - status, clock time, check-in, or another event?	Product / business rule
Q-02	Which booking statuses are eligible for cancellation?	Product + existing workflow review
Q-03	Which roles can cancel and are there exceptions?	Product / permissions
Q-04	What does the current refund process do after cancellation, and does this feature change any part of it?	Existing behaviour + payment flow
Q-05	What downstream updates are required after cancellation?	Engineering / system dependency review

4. After clarification: readiness re-check

Representative confirmed decisions for this example: a booking is considered started when status becomes **In Progress**; cancellation is available to an authorized user while the booking is in an eligible pre-start status; refund handling remains governed by the existing refund process and is not changed by this feature.

Readiness area	Confirmed direction	Status
User goal	Cancel an eligible booking before it starts.	Ready
Eligibility	Only approved pre-start statuses can be cancelled.	Ready
Started definition	In Progress is the controlling status.	Ready
Permissions	Cancellation requires the approved role/permission.	Ready
Refund	No new automatic-refund rule is introduced.	Ready
Failure / edge states	Cancellation must not present success if the update fails; ineligible states remain unchanged.	Ready
Overall	Sufficiently defined for team refinement; implementation questions may still be discussed with Engineering.	READY

5. Refinement-ready story slice

US-01 - Cancel an eligible booking

As an authorized user, I want to cancel an eligible booking before it has started so that the booking can be closed without continuing the scheduled service.

AC	Acceptance criteria
AC-01	Given the booking is in an eligible pre-start status and the user has permission, when the user confirms cancellation, then the approved cancellation workflow is applied.
AC-02	Given the booking status is In Progress or Completed, then cancellation through this feature is not available and the booking remains unchanged.
AC-03	If the cancellation update fails, the product must not present the booking as successfully cancelled.
AC-04	Cancellation through this feature does not introduce a new automatic-refund rule; existing refund handling remains unchanged.

Pre-flight principle: the workflow is allowed to conclude that a story is not ready. That is better than producing polished acceptance criteria around assumptions that have not been validated.