



Preparation to the CBAP certification – Certified Business Analyst Professional

Description

The role of the “Business Analyst” is becoming increasingly central and crucial.

The BABoK® Guide v3 (Business Analysis Body of Knowledge) is the most globally recognized framework for business analysis. It covers all the tasks a business analyst must know; these 30 tasks are grouped into 6 knowledge areas (Business Analysis Planning and Monitoring, Elicitation and Collaboration, Requirements Life Cycle Management, Strategy Analysis, Requirements Analysis and Design Definition, and Solution Evaluation).

The role of the business analyst has been significantly expanded with the release of version 3 of the BABoK® Guide. They are the facilitator of any change within a company, whether in the form of a project or continuous improvement, and must understand the current state, define the desired future state, and determine the activities required to reach that future state.

We prepare you for the CBAP certification.

During this course, theoretical coverage will be accompanied by a series of questions and practical exercises to effectively prepare you for obtaining your CBAP certification. Please note that additional and intensive personal work will be required after the course to assimilate all the points covered by the exam, as the volume of information is quite substantial (including more than 50 shared techniques).

Course Content

Module 1: Introduction to the BABoK® Guide and Business Analysis

- Purpose and structure of the BABoK® Guide
- What is business analysis and what is the role of a business analyst?

Module 2: Key Concepts

- The Business Analysis Core Concept Model™
- The requirements classification schema
- Stakeholders
- Definition of requirements and design

Module 3: Business Analysis Planning and Monitoring

- Like any professional, the business analyst must identify, estimate, organize, and coordinate business analysis efforts and its stakeholders.
- When planned tasks are executed, the business analyst must analyze and report on the performance of their activities.
- Prepare the business analysis approach
- Prepare the stakeholder engagement approach
- Define business analysis governance
- Define management of business analysis information
- Identify opportunities for improving business analysis performance

Module 4: Elicitation and Collaboration

- Obtain information from stakeholders or other sources and confirm the results.
- Ensure that all stakeholders work together towards a common goal.
- Prepare for elicitation
- Conduct elicitation
- Confirm elicitation results
- Communicate business analysis information
- Manage stakeholder collaboration

Module 5: Requirements Life Cycle Management

- Requirements can evolve, and the business analyst must manage and maintain them from their identification to their retirement.
- Relationships between requirements and design must be established when a change is proposed, and a consensus must be reached on whether to accept any change requests.
- Trace requirements
- Maintain requirements
- Prioritize requirements
- Assess requirement changes
- Approve requirements

Module 6: Strategy Analysis

- Strategy defines the best way to use an organization's resources to achieve set goals and objectives.
- The business analyst works with stakeholders to identify strategic and tactical needs and helps the organization address them.
- Analyze the current state
- Define the future state
- Assess risks
- Define the change strategy

Module 7: Requirements Analysis and Design Definition

- The business analyst must structure, organize, specify, and model elicited requirements, verify and validate the information, and identify a solution approach that meets business needs.
- Specify and model requirements
- Verify requirements
- Validate requirements
- Define requirements architecture
- Define design options

- Analyze potential value and recommend a solution

Module 8: Solution Evaluation

- The business analyst evaluates the performance of a solution and the value it brings.
- Measure solution performance
- Analyze performance measures
- Assess solution limitations
- Assess enterprise limitations (readiness)
- Recommend actions to increase solution value

Module 9: Underlying Competencies

- Description of behaviors, characteristics, knowledge, and personal qualities that a business analyst should possess.
- Personal skills, interpersonal skills

Module 10: Techniques

- 50 shared techniques

Module 11: Perspectives

- The BABOK® Guide defines 5 contexts for using business analysis. Each perspective defines how to adapt tasks and which techniques are most appropriate. It also suggests a number of additional techniques specific to that context.
- Agility
- Business Intelligence
- Information Technology
- Business Architecture
- Business Process Management

Module 12: Starting Exam Preparation

Lab / Exercises

These exercises listed here are indicative and may be completed with complementary labs depending on participants' objectives and available time. Exercises are applying some of the 50 shared techniques.

Lab 1: Business Capability Analysis Lab 2: Business Model Analysis Lab 3: Data Modelling Lab 4: Process Modelling Lab 5: Risk Analysis and Management Lab 6: Sequence Diagram Lab 7: State Diagram Lab 8: SWOT Analysis

Documentation

- Printed slides to review and take notes
- Official publication "BABOK, A guide to the Business Analysis Body of Knowledge® v3"
- Exam preparation guide "CBAP® Certification Study Guide v3.0"

Exam

IIBA® has defined four levels of certification depending on the number year of experience in Business Analysis:

- CBAP®: Level 3: Certified Business Analyst Professional™
- Recognizes BA professionals who manage and lead with over 5 years of business analysis experience
- Exam: 3.5 hours, 120 case study-based (i.e. longer cases (1-1.5 pages) of information) multiple choice questions about the case

To pass your examination based on the BABoK® Guide v3, you will need to follow the following process:

- Ensure if you are eligible for the appropriate level of credential
- Fill out the application form. From level 2, this includes the list of your experiences and persons of reference
- Prepare yourself for the exam (simulate exam with several complete sets of multiple choice questions)
- IIBA™ will need to validate your application form
- Proceed to payment
- Schedule your exam at an accredited test center near your location when you are ready

Participant profiles

- Business analysts
- Project managers
- Systems analysts and team members
- Others interested in acquiring the IIBA® CBAP® certification

Prerequisites

- No prerequisites

Objectives

- Learn and align your own skills to the principles, activities, tasks and techniques described in the six knowledge areas within the BABOK® Guide
- Get familiar with the structure of the BABOK® Guide
- Apply tasks and techniques from all 6 knowledge areas to business scenarios
- Assess your ability to pass one of the three exam level (ECBA™, CCBA®, CBAP®)

Description

Preparation to the CBAP certification

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Fondamental

Classroom Registration Price (CHF)

3750

Virtual Classroom Registration Price (CHF)

3500

Duration (in Days)

5

Reference

IIBA-CBAP