Preparation to the CBAP certification – Certified Business Analyst Professional

Description

The BABoK® Guide v3 (Business Analysis Body of Knowledge) is the most globally recognized framework for business analysis. It covers all tasks a business analyst should know and control; all these 30 tasks being groups into 6 knowledge areas (Business Analysis Planning and Monitoring, Elicitation and Collaboration, Requirements Lifecycle Management, Strategy Anaysis, Requirements Analysis and Design Definition, and Solution Evaluation).The role of business analyst has been dramatically extended with the 3rd version of the BABoK® Guide. She/he is enabling a change anywhere in an organization in a form of a project or continual improvement, understanding current state, defining future state and determining activities to move to future state.
A theoretical review will be accompanied by a series of questions to carefully prepare you to acquire certification. It is important to notice that intensive home work is required after the course in order to assimilate all the topics covered by the examination, volume of information being fairly large (including the coverage of 50+ techniques).

Classroom Registration Price (CHF)
3750
Virtual Classroom Registration Price (CHF)
3500
Course Content
Module 1: Introduction to the BABoK® Guide and the Business Analysis

- Lesson 1: Purpose and structure of the BABoK® Guide
- Lesson 2: What is business analysis and business analyst role?

Module 2: Key concepts

- Lesson 1: Business Analysis Core Concept Model™
- Lesson 2: Requirements Classification Schema
- Lesson 3: Stakeholders
- Lesson 4: Definition of Requirements and Design

Module 3: Business Analysis Planning and Monitoring

- Lesson 1: As any professional, a business anlyst must identify, estimate, organize, coordinate efforts of business analyst and his stakeholders.
- Lesson 2: When planned tasks are carried out, the business analyst has to analyze and report about business analysis activities performance.
- Lesson 3:Tasks:
- Plan business analysis approach
- Plan Stakeholder engagement
- Plan business analysis governance
- Plan business analysis information management
- Identify business analysis performance improvements

Module 4: Elicitation and collaboration

- Lesson 1: Obtain information from stakeholders or other sources and make the results confirmed.
- Lesson 2: Ensures that all stakeholders are working together towards a common goal with satisfaction.
- Lesson 3: Tasks
- Prepare for elicitation
- Conduct elicitation
- Confirm elicitation results
- Communicate business analysis information
- Manage stakeholder collaboration

Module 5: Requirements Life Cycle Management

- Lesson 1: Requirements may evolve and the business analyst has to manage and maintain them from inception to retirement.
- Lesson 2: Relationship between requirements and design must be established when changes are proposed, and consensus on changes have to be gained.
- Lesson 3: Tasks
- Trace requirements
- Maintain requirements
- Prioritize requirements
- Assess requirements changes
- Approve requirements

Module 6: Strategy Analysis

- Lesson 1: Strategy defines the best way to use capabilities of an organization to reach desired goals and objectives
- Lesson 2: Business analyst works with stakeholders to identify a strategical or tactical need and enables the enterprise to address it
- Lesson 1:Tasks
- Analyse current state
- Define future state
- Assess risks
- Define change strategy

Module 7: Requirements Analysis and Design Definition

- Lesson 1: Business analyst has to structure, organize, specify and model elicited requirements, validate and verify information and identify solution approach to meet business needs.
- Lesson 2: Tasks:
- Specify and model requirements
- Verify requirements
- Validate requirements
- Define requirements architecture
- Define design options
- Analyse potential value and recommend solution

Module 8: Solution evaluation

- Lesson 1: Business analyst will assess the performance of and the value delivered by a solution.
- Lesson 2: Tasks
- Measure solution performance

- Analyse performance measures
- Assess solution limitations
- Assess enterprise limitations
- Recommend actions to increase solution value

Module 9: Underlying competencies

- Lesson 1: Description of behaviours, characteristics, knowledge and personal qualities a business analyst should have.
- Lesson 2: Soft skills

Module 10: Techniques

- Lesson 1: 50 shared techniques

Module 11: Perspectives

- Lesson 1: Define focus to tasks and techniques to be used and adapted according to the context of the initiative. Some additional techniques are proposed per perspective.
- Agile
- Business Intelligence
- Information Technology
- Business Architecture
- Business Process Management

Module 12: Starting-up preparation for the examination.

Lab / Exercises

These exercices listed here are indicative and may be completed with complementary labs depending on participants' objectives and available time. Exercices 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:

1. Ensure if you are eligible for the appropriate level of credential
2. Fill out the application form. From level 2, this includes the list of your experiences and persons of reference
3. Prepare yourself for the exam (simulate exam with several complete sets of multiple choice questions)
4. IIBA™ will need to validate your application form

5. Proceed to payment
6. 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 tree exam level (ECBA™, CCBA®, CBAP®)

Niveau
Fondamental
Duration (in Days)
5
Reference
IIBA-CBAP