

## Preparing for the IIBA<sup>®</sup> CBAP<sup>®</sup> Certification Exam - 4 Days

### Course 913 Overview

- You Will Learn How To**
- Prepare to pass the Certified Business Analysis Professional (CBAP<sup>®</sup>) exam v2.0
  - Identify, navigate and absorb the key concepts of the *Business Analysis Body of Knowledge*<sup>®</sup> (BABOK<sup>®</sup>)
  - Optimize the CBAP<sup>®</sup> application process by aligning your BA experience to the BABOK<sup>®</sup> guide
  - Adapt your business analysis experience to the BABOK<sup>®</sup> terminology and definitions
  - Solidify your knowledge through practice questions and drills
  - Develop a test-taking plan that incorporates the CBAP<sup>®</sup> format and question types
- Course Benefits** The International Institute of Business Analysis (IIBA<sup>®</sup>) offers the CBAP<sup>®</sup> certification to those with at least five years of professional experience in the field of business analysis. This intensive exam preparation course provides an in-depth review of the six knowledge areas included in the exam. Demonstrations and practice quizzes reinforce the concepts and provide the framework for a personalized study plan for exam success.
- Who Should Attend** Business analysts, project managers, systems analysts and team members and others interested in achieving IIBA<sup>®</sup> CBAP<sup>®</sup> certification.
- Workshop Course** Through a series of workshops and simulated exams, you build your skills and compile a reference toolkit to ensure your exam preparedness. Workshops include:
- Taking daily CBAP<sup>®</sup>-style practice exams and cross-referencing answers
  - Employing flash cards to learn exam terms and definitions
  - Building study references to assist you in learning key concepts and terms
  - Completing detailed summaries for major elements of the six BABOK<sup>®</sup> v2.0 knowledge areas
  - Designing personalized study techniques for your exam success
  - Reviewing relevant business analysis and project management principles
  - Describing the role of the business analyst before, during and after the project

## Preparing for the IIBA® CBAP® Certification Exam - 4 Days

### Course 913 Outline

#### Introduction to the CBAP® Exam

- Examination and certification goals
- Defining the BA profession
- Purpose of the *BABOK*®
- Navigating the *BABOK*® contents and structure

#### *BABOK*® Overview

##### Core concepts of business analysis

- The role of the business analyst
- Effective requirements practices
- Introducing the six *BABOK*® knowledge areas

##### Underlying competencies of the BA

- Analytical thinking
- Business knowledge
- Problem solving
- Interaction
- Software applications
- Communication

#### Business Analysis Planning and Monitoring

##### Allocating requirements resources and tasks

- Identifying team roles and responsibilities
- Assigning work activities to team members
- Performing stakeholder analysis

##### Determining planning considerations

- Deciding how to manage requirements risks
- Selecting and estimating activity duration and effort

##### Agreeing to solution scope and change

- Reporting and communicating requirements status
- Quantifying project and product metrics

#### Elicitation

##### Collecting the stated requirements

- Preparing for and conducting elicitation activities
- Documenting and confirming elicitation results
- Actively engaging key stakeholders

##### Selecting the right elicitation techniques

- Brainstorming
- Document analysis
- Focus groups
- Interface analysis

- Interviews
- Observation
- Prototyping
- Requirements workshops
- Survey

#### Requirements Management and Communication

##### Communicating solution scope and requirements

- Addressing requirements traceability and reuse
- Building appropriate requirements packages

##### Managing conflicts, issues and changes

- Tracing requirements from origination to implementation
- Presenting requirements for approval and sign-off

#### Enterprise Analysis

##### Defining the business problem or opportunity

- Identifying capability gaps
- Choosing feasible solutions
- Conducting feasibility studies
- Approving the business case

##### Charting the project investment path

- Defining solution scope
- Participating in project selection

#### Requirements Analysis

##### Progressively elaborating the real requirements

- Analyzing the stated requirements
- Structuring and specifying requirements
- Performing gap analysis
- Verifying and validating
- Stating solution capabilities, assumptions and constraints

##### Applying the appropriate modelling techniques

- Data and behaviour models
- Process and flow models
- Usage models

#### Solution Assessment and Validation

##### Ensuring solutions meet stakeholder objectives

- Proposing alternate solutions and technology options
- Reviewing proposed solutions relative to requirements
- Allocating requirements across solution components
- Defining transition requirements for the new solution

##### Assessing organizational change readiness

- Validating that the solution meets the business need
- Creating training and user documentation
- Providing postimplementation support
- Evaluating solution performance after deployment

#### Preparing for the Exam

##### Final review

- Reviewing the exam procedures
- Integrating additional study guides

##### Stepping through the CBAP® application process

- Meeting experience and education requirements
- Writing key sections of the application