

Course Title: Certified Business Analysis Professional (CBAP®) and Competency in Business Analysis (CCBA®) Exam Preparation Course

4 Day Workshop – Course BACP02

Course ID: BACP02

Credits: 28 -35 CDUs*

Course Duration: 4 days

Course Level: Intermediate/Advanced

* All students will obtain 28 professional development hours by attending the 4-day preparation course. CBAP candidates requiring 35 hours of professional development training in order to satisfy the eligibility requirements for the CBAP® application, can attain the remaining hours by completing the six exercises provided in a supplementary student workbook. If interested in attaining the 7 extra professional development hours for this course, please inform your instructor who will provide further instructions for attaining these hours.

Prerequisites:

At least two years of business analysis experience with an interest in pursuing a business analysis certification from International Institute of Business Analysis™ (IIBA®) or interest in obtaining information about the exam, exam process, and the content covered.

Course Objectives: This is an intermediate/advanced course designed to provide participants with a clear understanding of the concepts covered within the CBAP® and CCBA® exams. The course provides valuable tips and techniques to help students prepare, study, and assess their personal readiness.

Participants will work through instructor led discussions on each of the six Knowledge Areas covered by *A Guide to the Business Analysis Body of Knowledge™ (BABOK® Guide)* version 3 and will be provided opportunities to answer simulated questions to gain skill and familiarity with applying personal knowledge to answer sample questions. Participants will review a number of business analysis techniques and personal skill competencies to understand how best to prepare for questions covering such topics. Each of the five business analysis Perspectives presented in the *BABOK® Guide* will be reviewed to support students in answering exam questions in these areas.

After completing this course, participants will be better prepared to develop their study plan and will have identified knowledge gaps so study efforts can be directed toward their most critical areas. Students will also gain a solid understanding of key business analysis vocabulary to support this work.

Included:

- Student Manual including copies of course slides
- Simulated exam questions and answers

- Practice exam (with answers)
- Exam score calculator spreadsheet
- Spreadsheet to assist student with preparing their application notes

Intended Audience: Designed for individuals interested in obtaining information about the CBAP® and CCBA® exam process especially potential exam candidates interested in pursuing business analysis certification from IIBA® in the next 3 to 6 months.

Learning Objectives:

- Review the 6 Knowledge Areas of the *BABOK® Guide* and discuss the business analysis tasks performed in each.
- Understand the relationships between the business analysis processes and how each defines an important aspect of the business analysis discipline.
- Review key terms, business analysis techniques, and competencies important to business analysis.
- Discuss the 5 business analysis Perspectives presented in *BABOK® Guide, v3*.
- Complete simulated exam questions to assess personal readiness for taking the exam.
- Obtain key tips and techniques for effectively preparing for and successfully completing the CBAP® or CCBA® exam.

Course Outline:

Section 1: CBAP® and CCBA® Overview

- Discuss the benefits of professional certification
- Present the CBAP®/CCBA® eligibility requirements
- Explain the exam process
- Discuss the exam blueprints
- Understand the recertification process

Section 2: Introduction to *BABOK® Guide v3*

- Define the purpose of *A Guide to the Business Analysis Body of Knowledge® (BABOK® Guide)*
- Present the structure/components of the *BABOK® Guide*
- Identify the six business analysis Knowledge Areas
- Discuss the supporting areas of the *BABOK® Guide*

Section 3: *BABOK® Guide* Key Concepts

- Define key concepts from the *BABOK® Guide*
- Present the Business Analysis Core Concept Model™

- Discuss the requirements classification scheme
- Explain Requirements and Designs
- Present the 5 Business Analysis Perspectives

Section 4: Business Analysis Planning and Monitoring

- Identify the 5 tasks in Business Analysis Planning and Monitoring
- Understand the work performed in each of these tasks
- Explain the significance of the outputs produced within this knowledge area

Section 5: Elicitation and Collaboration

- Identify the 5 tasks in Elicitation and Collaboration
- Understand the work performed in each of these tasks
- Explain the significance of the outputs produced within this knowledge area

Section 6: Requirements Life Cycle Management

- Identify the 5 tasks in Requirements Life Cycle Management
- Understand the work performed in each of these tasks
- Explain the significance of the outputs produced within this knowledge area

Section 7: Strategy Analysis

- Identify the 5 tasks in Strategy Analysis
- Understand the work performed in each of these tasks
- Explain the significance of the outputs produced within this knowledge area

Section 8: Requirements Analysis and Design Definition

- Identify the 6 tasks in Requirements Analysis and Design Definition
- Understand the work performed in each of these tasks
- Explain the significance of the outputs produced within this knowledge area

Section 9: Solution Evaluation

- Identify the 6 tasks in Solution Evaluation
- Understand the work performed in each of these tasks
- Explain the significance of the outputs produced within this knowledge area

Section 10: Underlying Competencies

- Describe and understand the importance of the underlying competencies (UCs)
- Understand how to prepare for questions about UCs on the exam

Section 11: Business Analysis Techniques

- More clearly understand the 50 techniques presented in the BABOK® Guide
- Understand how to study techniques for the exam

Section 12: Assess Your Readiness

- 1 hour mock-exam to assess personal readiness

Section 13: Strategies for Success

- Utilize 8 strategies for preparing for the CBAP® or CCBA® certification exams
- Develop study tools and a plan to assist you in preparing for the exams
- Understand the tools and resources available to help you be successful

Section 14: Wrap-up

- Take Your Questions
- Next Steps