

OVERVIEW



Business Analysis is experiencing unprecedented growth and recognition as a profession. A consequence of this growth is increased reliance upon Business Analysis to deliver effective projects, and the need to professionally recognise genuine Business Analysis skills and abilities. As companies increasingly adopt Business Analysis frameworks and practices into their businesses, the demand for knowledgeable practitioners increases globally.

The International Institute of Business Analysis (IIBA[®]) sponsors a business analysis certification program. The purpose and goal of this certification program is the development, maintenance, evaluation, promotion and administration of a rigorous, examination-based, professional certification of the highest calibre – the Certified Business Analysis Professional (CBAP[®]) and the Certification of Competency in Business Analysis[™] (CCBA[™]) credentials.

PM-Partners group's combined CCBA[™]/ CBAP[®] Preparation Workshop provides the certification preparation required in order to obtain the globally recognised CCBA[™] or CBAP[®] from the IIBA[®].

Our intention is not to teach participants how to perform Business Analysis tasks or produce Business Analysis deliverables, but to guide you through the certification process, and prepare you for the CCBA[™] or CBAP[®] exam.

This course has been developed by a team which includes one of the first recipients of the CBAP[®] credential in Australia and the founding President and Chair of the IIBA[®] Australia Chapter.

Course participants receive:

- A comprehensive course manual covering the entire BABOK[®].
- Practice Exam questions and answers.
- A printed copy of the BABOK[®].

WORKSHOP OBJECTIVE

To prepare experienced Business Analysts for the task of passing the CCBA[™] or CBAP[®] certification exam, with minimum disruption to current work duties. A key benefit of this combined offering includes the sharing and debating of a wide range of participant views and perspectives – a critical factor for success in both the CCBA[™] and CBAP[®] exams.

The course focuses on creating the appropriate mindset required to understand and deal with the situations presented within exam questions, as well as how to critically analyse the practices, tools and techniques required (and expected) of empowered Business Analysts in the global market place.

Candidates at a CCBA[™] or CBAP[®] level are encouraged to approach their exams in a similar fashion and prepare strategies for successful attainment of their desired credential.

TARGET AUDIENCE

This workshop is designed for experienced Business Analysts wishing to obtain the CCBA[™] or CBAP[®] certification.

PREREQUISITES

Participants should:

- Be practicing Business Analysts.
- Have knowledge of and experience utilising Business Analysis practices and techniques.
 - Global references for the expected knowledge, practices and techniques can be found in the latest versions of IIBA[®]'s Business Analysis Body of Knowledge (BABOK[®]) V2.0 and the IIBA[®]'s Business Analysis Competency Model.
- Ideally have recently completed a Business Analysis course aligned with the IIBA[®]'s Business Analysis Body of Knowledge (BABOK[®]).

PRE-COURSE WORK

While there is currently no pre-course work for this program, it is recommended that a review of the current version of the BABOK[®] (V2.0) be undertaken prior to attending the course. This will assist in your preparation and help to target the areas of most relevance for you during the course. If you are, or become a member of IIBA[®], you will be eligible to receive a softcopy version of the BABOK[®] for personal use.

Duration 3 Days



TC1143

21 PROFESSIONAL DEVELOPMENT UNITS (PDUs) AWARDED



ACKNOWLEDGEMENT



PM-Partners group is a Global PMI (Project Management Institute) Registered Education Provider.

Participants who have been awarded the Project Management Professional Certification (PMP[®]) by the Project Management Institute are eligible to earn 21 PDUs for their participation in this workshop.

PM-Partners group is an International Associate Sponsor of the IIBA[®], and an Endorsed Education Provider.

PM-Partners group acknowledges the following registered and other trademarks owned or used by the International Institute of Business Analysis:

- IIBA[®] International Institute of Business Analysis.
- CBAP[®] Certified Business Analysis Professional.
- BABOK[®] Business Analysis Body of Knowledge.
- CCBA[™] Certification of Competency in Business Analysis[™]

DELIVERY

All workshops may be conducted onsite or at our premises, with experienced facilitators providing group and / or individual instruction. Training is provided through hands-on learning, relevant exercises and the provision of a participant handbook.

Our participants receive email support throughout the study process and are also entitled to complementary telephone consultation / advice within 60 days of workshop completion.

EXAM PREPARATION

During the program, participants will be able to assess their ability to successfully pass the exam by completing practice exam questions. Ultimately, attainment of certification provides conclusive assessment

WHERE TO GO FROM HERE

All courseware is based on the BABOK[®] V2.0.

All participants will be encouraged to apply to sit the CCBA[™] or CBAP[®] exam at the conclusion of the course, if they have not already done so.

To earn the CCBA™ credential, you must meet the criteria as determined by the IIBA® as per their official assessment process. The criteria include:

- Minimum 3750 hours of BA work experience aligned with the BABOK® Guide over the last seven years.
- Minimum 900 hours in two of the six Knowledge Areas, or 500 hours in four of the six knowledge areas.
- Minimum 21 hours of Professional Development in the past four years.
- Two references from a career manager, client or CBAP® recipient.
- Signed CCBA™ Code of Conduct.

To earn the CBAP® credential, you must meet the criteria as determined by the IIBA® per their official assessment process. The criteria include:

- Minimum 7500 hours of BA work experience aligned with the BABOK® Guide over the last 10 years.
- Minimum 900 hours in four of the six Knowledge Areas.
- Minimum 21 hours of Professional Development in the past four years.
- Two references from a career manager, client or CBAP® recipient.
- Signed CCBA™ Code of Conduct.

Please also note:

- The exams are conducted via Computer Based Testing systems.
- For both types of exams, candidates will be allocated 3.5 hours to complete the exam.
- There will be 150 multiple choice questions in each exam, and each question will consist of four possible answers.
- Some questions will be comprehension oriented (e.g. definition and recall, based on the BABOK®); others will be situational (e.g. presented with a scenario, what is the best course of action?)
- Candidates will be informed of their result upon completion of the exam.

Workshop Content Summary

Introduction and Overview

- The IIBA®
- The BABOK®
- The CCBA™ certification
- The CBAP® certification
- The application and certification processes
- Important downloads
- CCBA™ and CBAP® exam overview
- Future directions

Techniques

- The 34 Techniques addressed in the BABOK®

Business Analysis Planning & Monitoring

- Summary
- Definition
- Plan Business Analysis Approach
- Conduct Stakeholder Analysis
- Plan Business Analysis Activities
- Plan Business Analysis Communication
- Plan Requirements Management Process
- Manage Business Analysis Performance
- Practice Exam Questions

Elicitation

- Summary
- Definition
- Prepare for Elicitation
- Conduct Elicitation Activity
- Document Elicitation Results
- Confirm Elicitation Results
- Practice Exam Questions

Requirements Management & Communication

- Summary
- Definition
- Manage Solution Scope & Requirements
- Manage Requirements Traceability
- Maintain Requirements for Re-use
- Prepare Requirements Package
- Communicate Requirements
- Practice Exam Questions

Enterprise Analysis

- Summary
- Definition
- Define Business Need
- Assess Capability Gaps
- Determine Solution Approach
- Define Solution Scope
- Define Business Case
- Practice Exam Questions

Requirements Analysis

- Summary
- Definition
- Prioritize Requirements
- Organize Requirements
- Specify and Model Requirements
- Determine Assumptions and Constraints
- Verify Requirements
- Validate Requirements
- Practice Exam Questions

Solution Assessment & Validation

- Summary
- Definition
- Assess Proposed Solution
- Allocate Requirements
- Assess Organizational Readiness
- Define Transition Requirements
- Validate Solution
- Evaluate Solution Performance
- Practice Exam Questions

Underlying Competencies

- Analytical Thinking and Problem Solving
- Behavioural Characteristics
- Business Knowledge
- Communication Skills
- Interaction Skills
- Software Applications