



## CBAP® Exam Preparation

*Level 3 – CBAP® Certification Preparation Course*

*Weekday course: 5 days. Weekend course: 4 days.*

“ PM-Partners have been leaders in training and professional certification for over 20 years.

Our trainers are highly qualified, practitioners in their chosen fields. ”

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### Overview

The profession of Business Analysis continues to experience unprecedented growth and recognition in both a predictive and adaptive project environment. A consequence of this growth is increased reliance upon Business Analysts to deliver requirements with a focus on value. As companies increasingly adopt Business Analysis frameworks and practices the demand for knowledgeable practitioners increases.

The International Institute of Business Analysis™ (IIBA®) has launched a certification program to globally recognise professionals in the field of business analysis. The multi-tiered program recognises Business Analyst Professionals who can demonstrate knowledge, skill, ability and their support of the growth of the profession.

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 Certified Business Analysis Professional™ (CBAP®) exam.

PM-Partners 5-day certification program provides participants with the required 35 Professional Development Hours for the CBAP® Application process. Our course also provides participants with an approach to studying for the CBAP® exam.

This course has been developed by a team which includes a founding member of the IIBA®, who now serves as the Chair of the IIBA® NSW Chapter.

Course participants receive:

- A comprehensive course manual covering *A Guide to the Business Analysis Body of Knowledge® (BABOK® Guide)*
- Practice exam questions and answers
- A tool to guide participants through the application process
- A poster demonstrating the relationships between knowledge area inputs and outputs

### Course Objectives

To prepare experienced Business Analysts for the task of passing the CBAP® certification exam, with minimum disruption to current work duties.

A key benefit of this combined offering includes practical study tips that range from participating in study groups, use of flash cards and undertaking sample exam questions.

The course focuses on creating the appropriate mindset required to understand and deal with the situations presented by 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 CBAP® level are encouraged to approach their exams in a similar fashion and prepare strategies for successful attainment of their desired credential.

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## Who should attend?

This course is designed for experienced Business Analysts who are pursuing the CBAP® Certification.

## Prerequisites

Eligibility requirements, defined by IIBA, for the CBAP® Certification are:

1. 7500 hours of business analysis work experience in the last 10 years.
2. Minimum of 35 hours of professional development hours in the last 4 years. This course counts towards this eligibility requirement.
3. Two references from a career manager, a Certified Business Analyst Professional, or a client.
4. Agreement with the CBAP® Code of Conduct

Participants should currently meet these requirements prior to attending this course.

It is recommended that a review of the current version of the *BABOK® Guide v3.0* be undertaken prior to attending the course. If you are (or become) a member of IIBA, you will be eligible to receive a softcopy version of the *BABOK® Guide* for personal use.

It is also recommended that prior to taking this course you consider beginning your application process for the exam so that the Trainer may guide you in the completion of the application.

## Course Summary

- Setting the Scene
- How to Study with the *BABOK® Guide*
- Knowledge Area: Business Analysis Key Concepts
- Knowledge Area: Business Analysis Planning and Monitoring
- Knowledge Area: Elicitation and Collaboration
- Knowledge Area: Requirements Lifecycle Management
- Knowledge Area: Strategy Analysis
- Knowledge Area: Requirements Analysis & Design Definition
- Knowledge Area: Solution Evaluation

*Note: for each Knowledge Area the following will be explored:*

- Overarching Theme
- Key Terms to focus on
- Application of Business Analysis Core Concept Model (BACCM)™
- Relationship to Other Knowledge Areas – Input / Output Diagram
- Tasks Overview
- Techniques
- Knowledge Area Sample Set of Exam Questions

## Exam Simulation

- 3.5-hour exam (120 multiple choice questions)
- 3.5-hour exam review

## Course Delivery

Our CBAP® Certified Trainers of this course will use a practical delivery approach to provide participants with a 'hands-on', multi-faceted and challenging learning experience. Understanding and recall techniques and a blend of uniquely designed study aids are used to guide participants to the successful completion of the CBAP® exam.

Courses are facilitated by our expert team and can be conducted onsite or at our premises. All courses can be customised to suit your requirements.

**Materials:** A comprehensive participant handbook is provided.

On day 5 of the course participants will have the opportunity to write a practice exam and receive feedback on their results so that they may continue their studies in areas that are most relevant to their exam preparations.

Our participants receive email support throughout the study process.

*Note: participants attending the weekend course will conduct the practice exam in their own time after Day 4. Weekend courses are conducted over two full weekends.*

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## Development Units

Participants who have been awarded the Project Management Professional (PMP)® credential by the Project Management Institute (PMI)® are eligible to earn PDUs for their participation in this course as follows:

- **Weekday** course (5 days): **35 PDUs** (35 Technical)
- **Weekend** course (4 days): **28 PDUs** (28 Technical)

## Certification

This course prepares candidates to sit the Certified Business Analysis Professional™ (CBAP®) exam. Participants may, at the end of this program, register to undertake the proctored online examination which consists of:

- 120 multiple choice questions based on a case study
- 3.5 hours duration

It is competency-based and aligned with *BABOK® Guide* Version 3.

IIBA is a non-profit organisation whose vision is to be the leading world-wide professional association that develops and maintains standards for the practice of Business Analysis, and for the certification of practitioners. **PM-Partners group is an Endorsed Education Provider of IIBA®.**



IIBA offers four formal certifications for professional Business Analysts:



This course is aligned to the *BABOK® Guide* v3.0 knowledge areas and can assist in preparation for the CBAP® Certification.