

CBAP® Exam Preparation

Level 3 – CBAP® Certification
Preparation Course





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



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 marketplace. 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.

Course duration:

- Weekday 5 days

Exam Simulation:

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

Key topics

- 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

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 & 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.

Weekday training: 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.

Course delivery

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 and the

BABOK Guide is provided along with:

- 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

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.

IIBA® Endorsed Education Provider
Endorsed Course™

ECBA™ Entry Certificate
in Business Analysis™

CCBA® Certification of Capability
in Business Analysis™

CBAP® Certified Business Analysis
Professional™

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.

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



Who is this course for?

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

Participants should: Defined by IIBA, for the CBAP Certification:

- Have 7500 hours of business analysis work experience in the last 10 years.
- Have a minimum of 35 hours of professional development hours in the last 4 years. This course counts towards this eligibility requirement.
- Have two references from a career manager, a Certified Business Analyst Professional, or a client.
- Have an 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.

Professional Development Units (PDUs)

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 these courses as follows: **Weekday (5 days) – 35 PDUs (35 Ways of Working)**

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Why learn with PM-Partners?

Because we turn your career goals into reality.

Poor project skills are consistently quoted as a key reason for project failure. To be successful in project delivery, it's critical to invest in yourself and the capabilities of your team. This means setting clear goals and making a commitment to continuous improvement.

Certification and training is a vital part of this journey. But you need to know which foot to put forward, and when, to ensure you're heading in the right direction. That's where our expert guidance and support comes in.

Tell us where you want to go

At PM-Partners we start every conversation with the question, 'Where are you trying to go?' We then apply our expertise to show you exactly 'how' to get there.

We believe that having the relevant skills and methodologies is critical to delivery success, and ultimately career success. Depending on your aims, our team of professional development consultants will work closely with you to create a development pathway, or team training program, that aligns with your goals.

Helping to develop professional capabilities for 25 years

Our accredited programs provide certification and development across a range of globally recognised project management and delivery streams.

Each year, our expert facilitators train and

certify more than 12,000 people throughout Australia, New Zealand and South-East Asia to best practice standards. All highly qualified practitioners in their field, they draw from real-life scenarios and their own experience to add real value for individuals, teams and organisations.

Our promise to you

PM-Partners is committed to providing industry leading education that is relevant, up-to-date and designed to meet your specific needs.

We offer qualifications in multiple disciplines, including key products in PeopleCert's best practice portfolio, such as ITIL®, PRINCE2® Project Management, PRINCE2® Agile Project Management, PRINCE2® Programme Management, Prince2® Portfolio Management, and P3O®; APMG's AgilePM®, AgileBA®, AgilePgM™, Lean Six Sigma, Managing Benefits and Change Management; as well as the Scaled Agile Framework® (SAFe®); and Business Analysis programs from The Australian Chapter of the International Institute of Business Analysis™ (IIBA®), to name a few.

To find out more about how we can help you or your organisation uplift their capability, contact the experts on 1300 70 13 14.



Mike Boutel
Head of Training



Jourdan Clark
Sales Manager



Brooke Barclay
Corporate Training
Sales Consultant



Holly Barber
Corporate Training
Sales Consultant



Michael Lipman
Corporate Training
Sales Consultant



Melanie Holland
Corporate Training
Sales Consultant



Luke Ayres
Corporate Training
Sales Consultant



Alexandra Furmston
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Sales Consultant



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Customer story

Listen to Dominic Cain speak about how he went from being a young Chef to a Programme Director.



vimeo.com/pmpartners/customer-story



Mark was an excellent course facilitator/instructor. His years of experience and knowledge is evident in the way he speaks and communicates the content beyond the structure of the training manual.

His focus was on helping the students to understand the content and be able to apply the knowledge practically which I personally believe is more relevant than learning purely for the purpose of passing the CBAP exam. Thank you Mark.

- Jenny Ding



Contact us:

SYDNEY OFFICE

Level 5
45 Clarence Street
Sydney NSW 2000
Phone: 1300 70 13 14

MELBOURNE OFFICE

Level 21
459 Collins Street
Melbourne VIC 3000
Phone: 1300 70 13 14

BRISBANE OFFICE

Level 24
215 Adelaide St
Brisbane QLD 4000
Phone: 1300 70 13 14

CANBERRA OFFICE

Level 4 & 5
15 Moore Street
Canberra ACT 2601
Phone: 1300 70 13 14

PERTH OFFICE

Level 1
111 St Georges Terrace
Perth WA 6000
Phone: 1300 70 13 14

SINGAPORE OFFICE

20 Bendemeer
Road #03-12
Singapore 339914
Phone: +65 6818 5771

info@pm-partners.com.au | www.pm-partners.com.au

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