CBAP® Competencies Self-Assessment

CBAP® certification requires business analysis experience as part of the application. To help ensure the CBAP® certification is right for your skill sets assess yourself on the following items. CBAP® certification expects applicants to be at a level 3 to Expert level or higher. Level 3 to Expert is defined as:

- **Creates rules:** Actively provides insight to situations that fall within and outside of his/her domain or sphere of influence. In some cases, this will mean addressing new, unstructured business challenges or opportunities.

- **Guides practice:** This is a seasoned practitioner that is sought after for their expertise and guidance in solving or addressing business challenges or opportunities.

- **Advanced knowledge:** Skills and knowledge have been fully developed through execution of work ranging from small well-scoped work to addressing more complex, unstructured challenges or opportunities. Skills and knowledge required for the competency have become second nature.

To learn more about the competencies and the CBAP® certification, check out www.iiba.org.

Go through the following list and think about where your skills currently are. If you perform or master most of the tasks then you are probably ready for CBAP® certification. If you find you need some practice on some tasks, that's OK. Those are the areas you study a little more before taking your examination.

Competency	Need Practice	Performs	Mastered
3.1 Plan Business Analysis Approach			
Creates rules for selecting the business analysis approach			
Guides practice in determining the level of business analysis formality			
Creates rules for identifying business analysis activities			
Advanced knowledge of timing of business analysis work			
Advanced knowledge of assessing complexity, size, and risk factors			
Guides practice in gaining stakeholder understanding and agreement			
3.2 Plan Stakeholder Engagement			
Guides practice in performing stakeholder analysis			
Advanced knowledge of defining the required level of stakeholder collaboration			
Advanced knowledge in identifying appropriate stakeholder communication needs			
3.3 Plan Business Analysis Governance			
Advanced knowledge in identifying an effective decision-making process			

Guides practice in developing an effective change control processes			
Guides practice in planning an effective prioritization process			
3.4 Plan Business Analysis Information Management			
Guides practice in determining how to organize business analysis information			
Guides practice in determining the appropriate level of abstraction			
Creates rules on planning the traceability approach			
Creates rules on planning for requirements reuse			
Guides practice in determining how to store and access business analysis information			
Creates rules for identifying attributes for requirements and design management			
3.5 Identify Business Analysis Performance Improvements			
Advanced knowledge of reporting on business analysis performance			
Advanced knowledge of identifying business analysis performance measures			
Guides practice in assessing business analysis performance measures			
Guides practice in recommending business analysis performance improvements			
4.1 Prepare for Elicitation			
Modifies rules for the elicitation scope			
Modifies rules for selecting appropriate elicitation techniques			
Modifies rules for setting up logistics for elicitation activities			
Modifies rules for preparing supporting elicitation materials			
Recommends action on stakeholder preparation for elicitation activities			
4.2 Conduct Elicitation			
Creates rules for guiding the elicitation activity			
Creates rules for capturing the outcomes of the elicitation activity			
4.3 Confirm Elicitation Results			
Advanced knowledge in comparing elicitation results against source information			
Advanced knowledge comparing elicitation results against other elicitation results			

4.4 Communicate Business Analysis Information			
Advanced knowledge in determining objectives and format of communication			
Guides practice in communicating the appropriate level of detail			
4.5 Manage Stakeholder Collaboration			
Advanced knowledge of gaining agreement for required stakeholder commitments			
Advanced knowledge of monitoring stakeholder engagement			
Advanced knowledge of collaborative stakeholder relationships			
5.1 Trace Requirements			
Creates rules for considering value and relationships while tracing requirements			
Creates rules for identifying the relationships to track to effectively manage traceability			
Creates rules for determining an appropriate traceability repository to be used			
5.2 Maintain Requirements			
Guides practice in maintaining requirement and design information			
Guides practice in managing attributes			
Guides practice in managing requirements for long-term reuse			
5.3 Prioritize Requirements			
Guides practice in determining the appropriate basis for prioritizing requirements			
Guides practice in guiding stakeholders through prioritization changes			
Advanced knowledge of prioritizing new information			
5.4 Assess Requirements Changes			
Advanced knowledge of assessing the formality of the assessment process			
Advanced knowledge of completing impact analysis activities			
Advanced knowledge of guiding impact resolution activities			
5.5 Approve Requirements			
Advanced knowledge of stakeholder roles and authority levels			
Guides practice in managing conflicts and resolving issues			

Advanced knowledge of using appropriate methods to gain consensus about key business analysis information			
Guides practice in tracking and communicating approval decisions			
6.1 Analyze Current State			
Guides practice in defining business needs			
Guides practice in understanding the organizational structure and culture			
Guides practice in understanding the organizational capabilities and processes			
Guides practice in understanding the technology and infrastructure utilized by the organization			
Guides practice in understanding organizational policies and business rules			
Guides practice in understanding the organization's business architecture			
Guides practice in understanding the organization's internal assets			
Guides practice in understanding external influencers			
6.2 Define Future State			
Guides practice in articulating business goals and objectives			
Guides practice in determining the solution scope			
Guides practice in identifying constraints			
Advanced knowledge in identifying potential changes to organizational structure and culture			
Advanced knowledge in identifying new capabilities and business processes			
Advanced knowledge in identifying new technology and infrastructure			
Guides practice in identifying new organizational policies and business rules			
Guides practice in ensuring business architecture is respected			
Advanced knowledge of assessing resource alignment for future state and transition to future state			
Guides practice in identifying assumptions related to the future state			
Guides practice in evaluating the potential value for the future state			
6.3 Assess Risks			
Advanced knowledge in identifying unknowns			

Advanced knowledge in identifying and managing constraints, assumptions and dependencies			
Advanced knowledge of quantifying the impact of risk factors			
Advanced knowledge of assessing stakeholder and organizational risk tolerances			
Advanced knowledge of recommending an effective course of action			
6.4 Define Change Strategy			
Advanced knowledge in identifying the appropriate solution scope			
Guides practice in performing gap analysis			
Guides practice in completing the enterprise readiness assessment			
Guides practice in developing an effective change strategy			
Guides practice in developing appropriate transition states and completing release plans			
7.1 Specify and Model Requirements			
Creates rules for modeling requirements and designs			
Creates rules for analyzing requirements and designs			
Creates rules for identifying information for requirements and designs			
Creates rules for developing the appropriate level of abstraction to meet various needs			
7.2 Verify Requirements			
Creates rules for applying the characteristics of requirements and designs quality			
Creates rules for performing verification activities throughout the work			
Creates rules for using appropriate checklists for quality control			
7.3 Validate Requirements			
Advanced knowledge of identifying assumptions in order to manage risks			
Creates rules for defining measurable evaluation criteria to assess the success of the change			
Guides practice in evaluating alignment with solution scope to support value delivery			
7.4 Define Requirements Architecture			
Advanced knowledge of using requirements viewpoints and views effectively			
Creates rules for leveraging templates to develop the solution architecture			

Guides practice in ensuring the set of requirements is complete			
Guides practice in ensuring requirements relate to each other by identifying requirements relationships			
Creates rules for defining the business analysis information architecture			
7.5 Define Design Options			
Guides practice in identifying appropriate solution approaches			
Guides practice in identifying improvement opportunities			
Guides practice in allocating requirements to solution components and releases to best achieve change objectives			
Guides practice developing design options aligned with the desired future state.			
7.6 Analyze Potential Value and Recommend Solutions			
Guides practice in identifying the expected benefits of a potential solution			
Guides practice in identifying the costs associated with a potential solution			
Guides practice in determining the value of a solution to key stakeholders			
Guides practice in assessing design options and recommending the appropriate solution			
8.1 Measure Solution Performance			
Creates rules for identifying appropriate measures for assessing solution performance			
Guides practice in validating selected performance measures with key stakeholders			
Guides practice in collecting appropriate performance measures to assess solution performance			
8.2 Analyze Performance Measures			
Guides practice in examining collected performance measures to assess solution performance			
Guides practice in highlighting identified risks			
Guides practice in identifying relevant trends			
Guides practice in testing and analyzing performance measures to ensure accuracy			
Guides practice in identifying the root cause of performance variances and recommending actions			
8.3 Assess Solution Limitations			
Guides practice in identifying internal solution component dependencies			

Guides practice in performing problem analysis to identify the source of solution limitations			
Guides practice in performing impact assessment activities to quantify factors that affect solution performance			
8.4 Assess Enterprise Limitations			
Guides practice in assessing enterprise culture			
Guides practice in completing stakeholder impact analysis			
Guides practice in assessing how a solution impacts the organizational structure			
Guides practice in performing operational assessment			
8.5 Recommend Actions to Increase Value			
Guides practice in ensuring appropriate solution performance measures are being used			
Guides practice in providing substantiated recommendations			