



Certified Business Analysis Preparation (CBAP)

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Course Summary:

Certified Business Analysis Professional™ (CBAP®) designation is increasingly recognized as the benchmark for personnel in a business analysis role. If you are preparing for the CBAP® examination, you should attend our intense preparation course. This course is an intense, in-depth "crash" review of the Business Analysis Body of Knowledge (BABOK®) v2 meant to augment your practical knowledge and experience and prepare you to write CBAP® exam with full confidence. This 5-day CBAP® Prep course not only covers the tasks and techniques from each knowledge area of the BABOK® but also provides practical experience writing the exam with almost 300 questions completed during the 5 days. In addition, you will receive Precept's CBAP® Preparation Guide with more than 400 exam questions, references to the BABOK®, and comments from Business Analysts with years of experience applying the concepts in a variety of industries and organizations.

PLEASE NOTE: There is homework that participants will be expected to complete on their own time before the end of the course.

Who should attend?

- Individuals who are preparing to write the CBAP® examination within the next 6 months.
- Individuals looking for intense, in-depth "crash" review of the BABOK® to augment their practical knowledge and experience to write the CBAP® exam.
- Individuals must meet the IIBA®'s application requirements to sit for the CBAP® exam including work experience, areas of expertise, education and professional development, and references.

Prerequisite

- Individuals must satisfy all the CBAP® registration requirements including education, work experience, expertise in the knowledge areas and references.
- Individuals must review the BABOK® prior to class starting as some of the exercises assume prior knowledge of the BABOK®.

Materials

- You will receive a course binder containing copies of presentation slides, case studies, exercises, and suggested solutions. You will also receive a copy of Precept's CBAP® Preparation Guide containing practice questions. Please bring a copy of the BABOK®.

Course Objectives:

By the end of this course, delegates will learn about:

- Align your own skills and experience with the CBAP® application requirements to produce a complete and accurate application package.
- Articulate the principles, activities, tasks and techniques described in the six knowledge areas within the BABOK®.
- Discuss the structure of the BABOK®.
- Apply tasks and techniques from all 6 knowledge areas to business scenarios.
- Assess your ability to pass the CBAP® exam based on completed practice question.
- Demonstrate understanding of where you should focus your independent study (by analyzing which knowledge areas the learner was not proficient in when writing the sample tests).The CBAP® Preparation is appropriate for individuals

Course Outline:

Introduction

- Completing an application form
- Certification process
- About the BABOK®
- Structure of information in each Knowledge Area

- Differences between Business Analysis and Project Management
- Project and Solution Scope
- Types of Requirements
- Underlying Competencies
- Definitions and effectiveness measures of each

Techniques

- Acceptance and Evaluation Criteria Definition
- Benchmarking
- Business Rules Analysis
- Data Dictionary and Glossary
- Data Flow Diagrams
- Data Modeling
- Estimation
- Focus Groups
- Functional Decomposition
- Metrics and Key Performance Indicators
- Non-functional Requirements Analysis
- Organization Modeling
- Process Modeling
- Prototyping
- Risk Analysis
- Root Cause Analysis
- Scenarios and Use Cases
- Scope Modeling
- Sequence Diagrams
- State Diagrams
- Structured Walkthrough
- SWOT Analysis
- User Stories
- Vendor Assessment

Planning and Monitoring Knowledge

- Planning the approaching and BA activities
- Stakeholder analysis and communication
- Plan management process
- Manage performance

Management and Communication

- Managing Solution Scope
- Traceability
- Requirements Reuse
- Requirements Reuse
- Requirements Packages

Enterprise Analysis Knowledge

- Defining the business need
- Capability gaps
- Solution Approach
- Business Case

Requirements Elicitation Knowledge

- Preparing for, conducting and documenting elicitation and elicitation output

Requirements Analysis Knowledge

- Prioritization
- Modelling requirements
- Verifying and validating requirements

Solution Selection and Validation

- Assessing the solution
- Determining organizational readiness
- Documenting transitional requirements
- Validating and evaluating the solution

Practice Exam and Self-evaluation