



# **Certified Business Analysis Professional (CBAP)<sup>®</sup> Review Course**

## **Course Outline**



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## Program Overview

Business Analysis is the practice of enabling change in the enterprise. Its scope encompasses not just a project, but even before a project begins and long after it is implemented. The role of the Business Analyst is therefore more significant than ever. Many projects have failed because requirements were not properly managed and solutions are not properly evaluated.

This 4-day course prepares the participant to take on the **Certified Business Analysis Professional (CBAP)®** Certification Exam and satisfies the 35 hours of education needed to apply for the exam. It is based on the *A Guide to the Business Analysis Body of Knowledge® (BABOK® Guide)* version 3.0 and covers all the basic concepts, knowledge areas, tasks, and techniques used in performing the business analysis role. This course is also highly activity based – ensuring better retention of key concepts – making the participant a better Business Analysis Practitioner.

## Duration

4- Days Program

## Learning Objectives

At the end of this training, participants should be able to:

- Describe the purpose and value of each of the knowledge areas of Business Analysis and how they related to one another
- Describe the key concepts of Business Analysis such as the Business Analysis Core Concept Model, key terminologies, requirements classification schema, stakeholders, and the relationship with requirements and design
- Describe the tasks and techniques used in Business Analysis Planning and Monitoring
- Describe the tasks and techniques used in Elicitation and Collaboration
- Describe the tasks and techniques used in Requirements Life Cycle Management
- Describe the tasks and techniques used in Strategy Analysis
- Describe the tasks and techniques used in Requirements Analysis and Design Definition
- Describe the tasks and techniques used in Solution Evaluation
- Describe the Underlying Competencies needed in performing Business Analysis
- Apply some of the techniques in Business Analysis that were taught in the course to the workplace

## Target Audience

- Business Analyst, Systems Analysts, Technical Analysts, Process Analysts, Data Analysts
- Solution Architects, Enterprise Architects, Software Architects
- Management Consultants, Business Consultants
- Requirements Engineers, Requirements Managers
- Project Managers, Product Managers, Product Owners

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- Anyone who would like to prepare for the CBAP Certification Exam

## Program Structure and Outline

This course is a combination of instructor-led lectures and group activities. There will be some online activities hence a device (laptop, tablet, or smartphone) with wi-fi capabilities is required.

- Introduction to Business Analysis and the CBAP Certification
  - Business Analysis Overview
  - What is a Business Analyst?
  - Getting to know the BABOK® Guide
  - The CBAP Certification
  - Pre-requisites and Certification Process
- Business Analysis Core Concepts
  - The BACCM™
  - Key Terms
  - Requirements Classification Schema
  - Stakeholders
  - Requirements and Designs
- Business Analysis Planning and Monitoring
  - Overview
  - 3.1 Plan Business Analysis Approach
  - 3.2 Plan Stakeholder Engagement
  - 3.3 Plan Business Analysis Governance
  - 3.4 Plan Business Analysis Information Management
  - 3.5 Identify Business Analysis Performance Improvements
- Elicitation and Collaboration
  - Overview
  - 4.1 Prepare for Elicitation
  - 4.2 Conduct Elicitation
  - 4.3 Confirm Elicitation Results
  - 4.4 Communicate Business Analysis Information
  - 4.5 Manage Stakeholder Collaboration
- Requirements Life Cycle Management
  - Overview
  - 5.1 Trace Requirements
  - 5.2 Maintain Requirements
  - 5.3 Prioritize Requirements
  - 5.4 Assess Requirements Changes
  - 5.5 Approve Requirements
- Strategy Analysis
  - Overview
  - 6.1 Analyze Current State
  - 6.2 Define Future State
  - 6.3 Assess Risks
  - 6.4 Define Change Strategy
- Requirements Analysis and Design Definition
  - Overview

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- 7.1 Specify and Model Requirements
- 7.2 Verify Requirements
- 7.3 Validate Requirements
- 7.4 Define Requirements Architecture
- 7.5 Define Design Options
- 7.6 Analyze Potential Value and Recommend Solution
- Solution Evaluation
  - Overview
  - 8.1 Measure Solution Performance
  - 8.2 Analyze Performance Measures
  - 8.3 Assess Solution Limitations
  - 8.4 Assess Enterprise Limitations
  - 8.5 Recommend Actions to Increase Solution Value
- Underlying Competencies
  - Overview
  - Analytical Thinking and Problem Solving
  - Behavioral Characteristics
  - Business Knowledge
  - Communication Skills
  - Interaction Skills
  - Tools and Technology
- Perspectives
  - Overview
  - The Agile Perspective
  - The Business Intelligence Perspective
  - The Information Technology Perspective
  - The Business Architecture Perspective
  - The Business Process Management Perspective
- Exam Taking Tips and Tricks

## Why Choose SAS Management Inc

### We Deliver Results

SAS Management Inc. has consistently proven its capability to deliver and exceed our clients' expectations. We are the only professional training organization in the Philippines that is a **PMI® Registered Education Provider (REP)**, PEOPLECERT® Accredited Training Organization (ATO), and PECB certified. Our pool of consultants and trainers are seasoned industry veterans who have above average qualifications and certifications that are recognized globally.

### We Create Value

SAS Management Inc. believes in ensuring that our services meet the intended needs of our clients. To us, it is more than just providing training and consulting but rather ensuring that these are the things that our clients really need. Our goal for every training course is to **CREATE VALUE** for your organization.

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