



Certified Business Analysis Professional (CBAP®)

3 Days | Classroom Training



Content

CERTIFIED BUSINESS ANALYSIS PROFESSIONAL - (CBAP®)

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Introduction

In today's complex business environment, an organization's adaptability, agility, and ability to manage constant change through innovation can be the key to success. Traditional methods no longer lead to reaching objectives and that's where business analysis comes in. Corporations achieve goals through projects that translate customer needs into new products, services, and profits. Business Analysts (BA) can make it all happen more efficiently and effectively.

The primary objective of a BA is to help businesses in implementing cost-effective solutions by determining the requirements of a project or program, and communicating them clearly to stakeholders, facilitators and partners. He/she serves as the key liaison between the client, stakeholders, and the solutions team, gathering and documenting business, organizational and operational requirements, and using them to guide functional system design.

The Certified Business Analysis Professional (CBAP®) is a coveted certification from the International Institute of Business Analysis (IIBA®). The IIBA® has emerged as the leading organization for defining the BA Body of Knowledge (BABOK®) and standards for professional Business Analysis. The BABOK® defines commonly accepted practice and can be used by organizations and BA's to evaluate competency, assess training and development needs and plan for career development. APEX Global's curriculum is aligned with the latest version of IIBA Business Analysis Body of Knowledge (BABOK®), reflecting current practices, appropriate strategies, and common project definitions.

The CBAP® certification is fast becoming the de facto standards for professional BA's internationally. This course aims to familiarize forward-thinking organizations and individuals with the world of internationally recognized professional BA standards and what these mean for this strategic and crucial role in their organization.



APEX Global is the learning solutions arm of ECCI—the leading process improvement solutions provider in Southeast Asia.

Our sole aim is to promote performance excellence among professionals. We give our customers the advantage to achieve greater success through effective, experiential and results-oriented training delivery.

We have the experience of training over 300,000 professionals in the last decade, a strong pool of evangelists and trainers with expertise in a niche array of domains and a strong regional presence. We provide an extensive portfolio of high-quality, industry-specific and functional programs coupled with high quality comprehensive training materials to deliver our ultimate “promise”—the R.E.A.L learning experience.

Our three-day course will train you to pass the CBAP® Exam, and will lead you to professional competence in the principles and practices of business analysis. You will learn to skillfully analyze and identify business needs, and determine practical solutions that will help achieve business goals. CBAP® recipients are much respected as elite, senior members of the BA community.

Our clients continue to grow

With an ever expanding industry facing critical shortage of skilled professionals, the need for learning and development has become crucial. With regular updates being brought in to BA practices, it is crucial for professionals to gain the right exposure and stay updated. Industry leaders have entrusted us with grooming their talent's knowledge base and keep them relevant.



Course Overview

Who is this course for?

The program is designed specifically for professionals who wish to enhance their business analysis capabilities, as well as those who are seeking new opportunities in the field. The Certified Business Analysis Professional (CBAP®) designation is for individuals with extensive business analysis experience. It will benefit professionals in both business function and information technology areas. It is especially helpful for:

- **Businesses who would like to designate a strong BA workforce and gain an edge in prospective or existing projects**
- **Experienced BA's seeking formal certification, or a better understanding of their roles**
- **Project staff or managers currently playing a hybrid BA role**
- **Business or Information Systems managers who are new to business analysis**

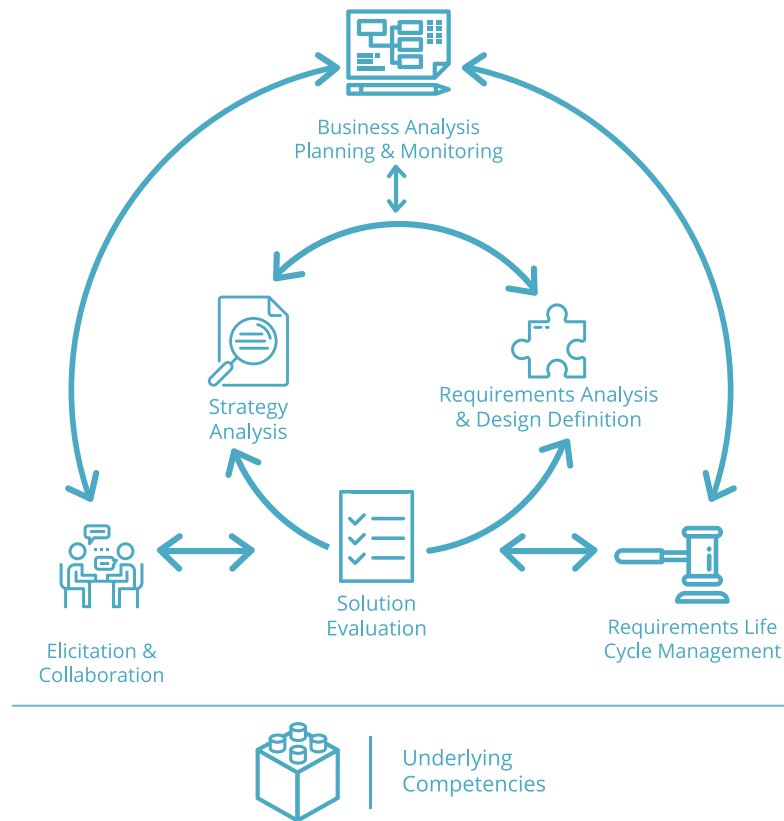
What can you expect?

Our program offers you the knowledge, skills, preparation and the eligibility to take the CBAP exam. The learning path is based on 24 hours of physical instructor-led lectures, discussions and real life case studies to prepare participants for the exam as well as providing valuable practical knowledge that can be rapidly applied in the workplace.

All participants will receive a complimentary soft copy of the latest BABOK – A Guide to the Business Analysis Body of Knowledge

What will you learn?

The course is aligned with all 7 knowledge areas defined in the Business Analysis Body of Knowledge (BABOK® Guide) version 3.0.



At the end of the training program you will:

- Gain an insight into the profession of Business Analysis and understand this multi-skilled role.
- Be able to contextualize the role of the IIBA® and the BABOK® in the development of business analysis as a profession.
- Explore the depth and breadth of commonly-used tools, techniques and approaches required in this line of work.
- Assess business problems and opportunities, analyzing solution options and recommending those which best meet business needs.
- Emphasize on requirement lifecycles: how to elicit, verify and validate requirements while tracking and managing them throughout their lifecycles.
- Gain exposure to BA concepts which helps you apply the knowledge gained during the program.

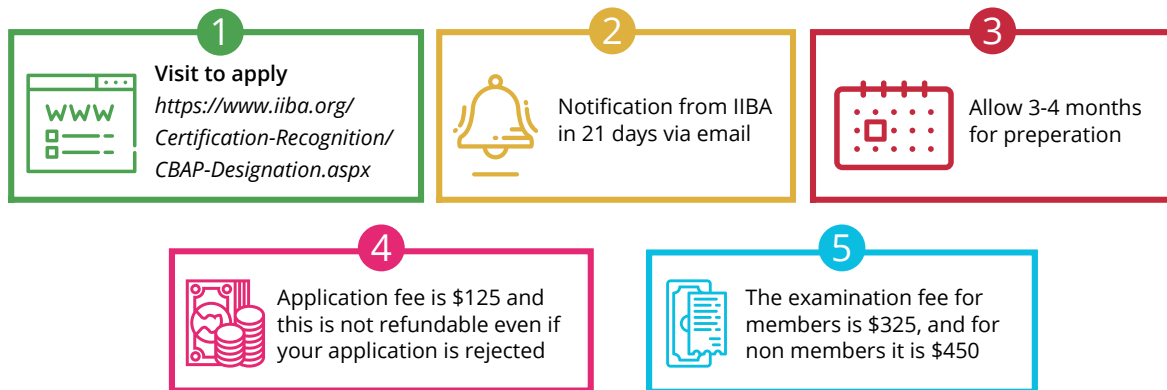
Certification Process

Eligibility for the Certification

- Minimum of 75 work in the field of business analysis that is broadly aligned to the BABOK® or Business Analysis Book of Knowledge
- Minimum of 900 hours of work in at least 4 of the total 6 knowledge areas
- An additional 21 hours of work in professional development in the past 4 years
- Two references from any these: a career manager, client or a Certified Business Analysis Professional
- Candidates also need to enclose the signed code of conduct for IIBA®



Process to get Certified



Examination Structure



- 120 questions in all
- Duration - three and a half hours
- Questions are of multiple choice format with four options
- Questions range from comprehension to situational analysis
- Cut-off score: not made public but 500 is the minimum score to pass

What if you FAIL once?

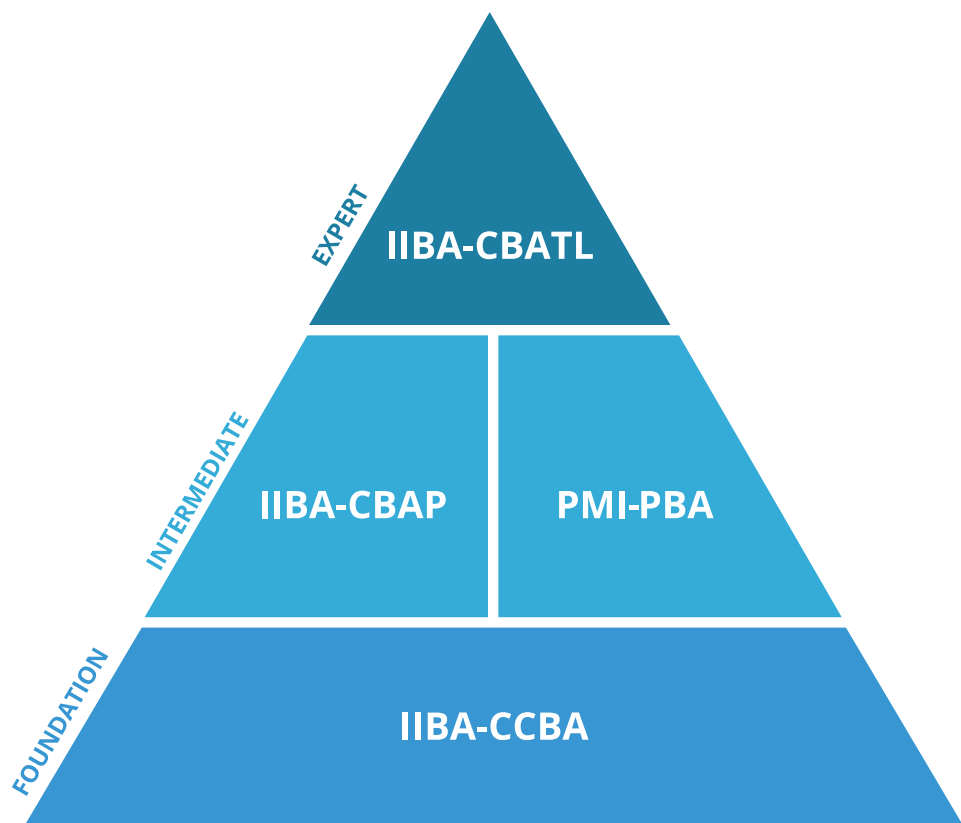
- Allowed to retake the exam once within one year from the date of application approval
- Must wait three months from the date of the last exam
- The fee to retake the exam for members is \$250 and for non-members is \$375

Career Path

At APEX Global, we have crafted a globally-recognized career path for the unique learning needs of Business Analysts in the Philippines and ASEAN region.

FOUNDATION

IIBA-CCBA or Certification of Capability in Business Analysis is a two-day program designed for young BA professionals with at least 3750 hours of experience in business analysis along with essential analytical skills. It is ideal for Business Analysts, System Analysts, or Consultants working with business requirements analysis or management and/or process improvement.



APEX Global's Business Analyst Career Path

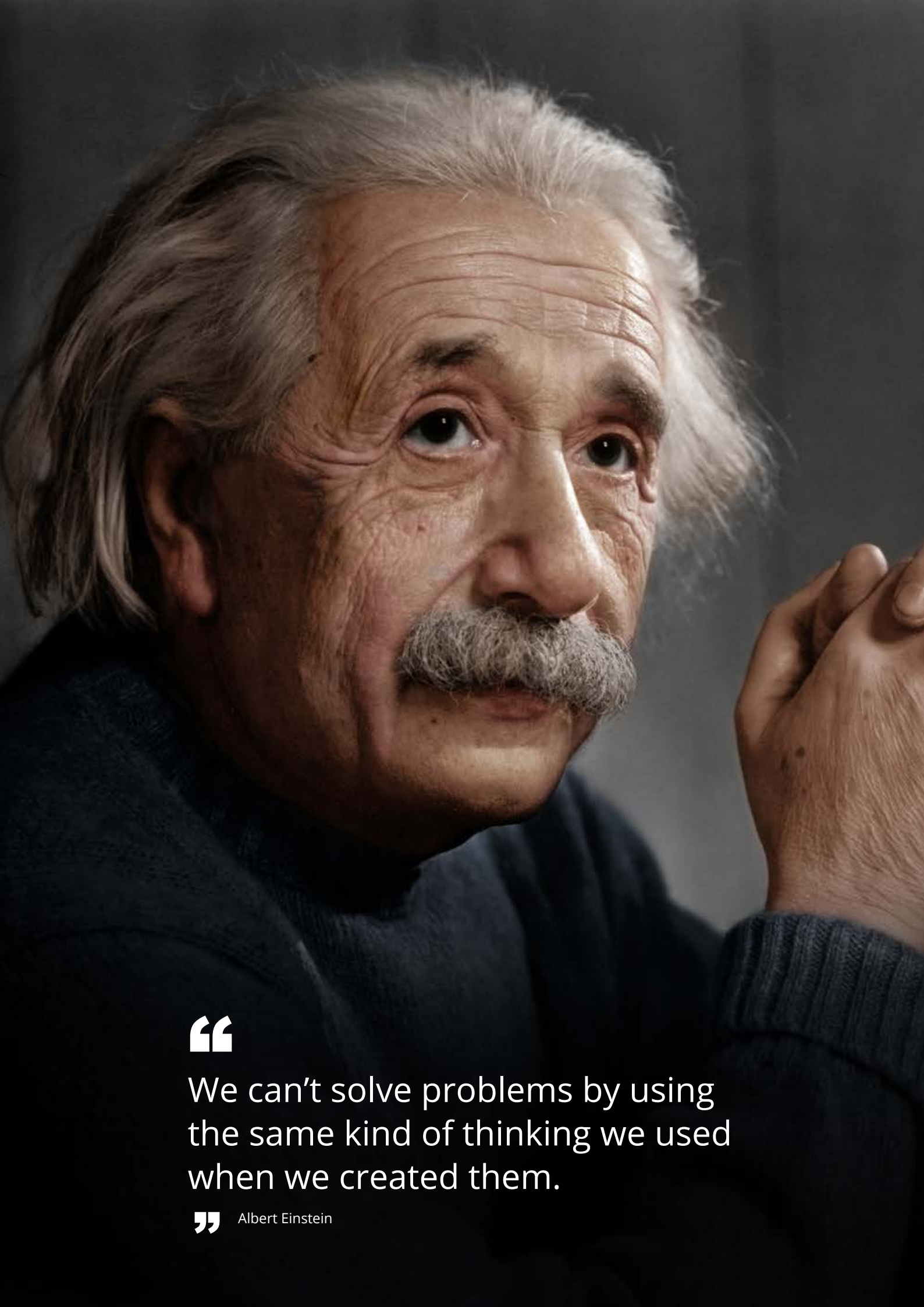
INTERMEDIATE

IIBA-CBAP or Certified Business Analysis Professional is a three-day program for senior business analysts having 7500 hours of business analysis experience. This course validates the ability of seasoned business analysts to elicit, analyze, determine and document organizational operational requirements, and find solutions in order to move on the path of continuous improvement and organizational change.

PMI-PBA or Professional in Business Analysis is a three-day program for senior business analyst having 4500 hours of experience. It is designed for business analyst who work with project teams, manage requirements, product development, project or program manager who performs a hybrid business analysis role.

EXPERT

IIBA-CBATL or Certified Business Analysis Thought Leader is a five-day program and requires a minimum of 15,000 hours of business analysis experience. It recognizes business analysis professionals who have over 10 years of experience and are considered industry Thought Leaders, whose expertise in the BA field is well sought after; who advance the BA profession; who give back to the community and who contribute to the evolution of the BA practice.



“

We can't solve problems by using the same kind of thinking we used when we created them.

” Albert Einstein

Course Content

This training program includes 8 modules followed by a mock exam that allow us to set the tone for your final CBAP® sprint:

1. Business Analysis Key Concepts
2. Business Analysis Planning & Monitoring
3. Elicitation and Collaboration
4. Requirements Life Cycle Management
5. Strategy Analysis
6. Requirements Analysis and Design Definition
7. Solution Evaluation
8. Underlying Competencies

Mock Exam

MODULE 1

Business Analysis Key Concepts

The Business Analysis Key Concepts chapter includes information that provides a foundation for all other content, concepts, and ideas within the BABOK® Guide. It provides business analysts with a basic understanding of the central ideas necessary for understanding and employing the BABOK® Guide in their daily practice of business analysis. This chapter consists of:

- Business Analysis Core Concept Model™ (BACCM™)
 - Key Terms
 - Requirements Classification Schema
 - Stakeholders
 - Requirements and Designs
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MODULE 2

Business Analysis Planning & Monitoring

The Business Analysis Planning and Monitoring knowledge area tasks organize and coordinate the efforts of business analysts and stakeholders. These tasks produce outputs that are used as key guidelines for the other tasks throughout the BABOK® Guide. The Business Analysis Planning and Monitoring knowledge area includes the following tasks:

- Plan Business Analysis Approach
- Plan Stakeholder Engagement
- Plan Business Analysis Governance
- Plan Business Analysis Information Management
- Identify Business Analysis Performance Improvements

MODULE 3

Elicitation and Collaboration

The Elicitation and Collaboration knowledge area describes the tasks that business analysts perform to obtain information from stakeholders and confirm the results. It also describes the communication with stakeholders once the business analysis information is assembled. The Elicitation and Collaboration knowledge area is composed of the following tasks:

- Prepare for Elicitation
 - Conduct Elicitation
 - Confirm Elicitation Results
 - Communicate Business Analysis Information
 - Manage Stakeholder Collaboration
-

MODULE 4

Requirements Life Cycle Management

The Elicitation and Collaboration knowledge area describes the tasks that business analysts perform to obtain information from stakeholders and confirm the results. It also describes the communication with stakeholders once the business analysis information is assembled. The Elicitation and Collaboration knowledge area is composed of the following tasks:

- Trace Requirements
- Maintain Requirements
- Prioritize Requirements
- Assess Requirements Changes
- Approve Requirements

MODULE 5

Strategy Analysis

The Strategy Analysis knowledge area describes the business analysis work that must be performed to collaborate with stakeholders in order to identify a need of strategic or tactical importance (the business need), enable the enterprise to address that need, and align the resulting strategy for the change with higher and lower-level strategies. The Strategy Analysis knowledge area includes the following tasks:

- Analyze Current State
 - Define Future State
 - Assess Risks
 - Define Change Strategy
-

MODULE 6

Requirements Analysis and Design Definition

The Requirements Analysis and Design Definition knowledge area describes the tasks that business analysts perform to structure and organize requirements discovered during elicitation activities, specify and model requirements and designs, validate and verify information, identify solution options that meet business needs, and estimate the potential value that could be realized for each solution option. This knowledge area covers the incremental and iterative activities ranging from the initial concept and exploration of the need through the transformation of those needs into a particular recommended solution. The Requirements Analysis and Design Definition knowledge area includes the following tasks:

- Specify and Model Requirements
- Verify Requirements
- Validate Requirements
- Define Requirements Architecture
- Define Solution Options
- Analyze Potential Value and Recommend Solution

MODULE 7

Solution Evaluation

The Solution Evaluation knowledge area describes the tasks that business analysts perform to assess the performance of and value delivered by a solution in use by the enterprise, and to recommend removal of barriers or constraints that prevent the full realization of the value. The Solution Evaluation knowledge area includes the following tasks:

- Measure Solution Performance
 - Analyze Performance Measures
 - Assess Solution Limitations
 - Assess Enterprise Limitations
 - Recommend Actions to Increase Solution Value
-

MODULE 8

Underlying Competencies

The Underlying Competencies chapter provides a description of the behaviors, characteristics, knowledge, and personal qualities that support the practice of business analysis. These competencies are grouped into six categories:

- Analytical Thinking and Problem Solving
- Behavioral Characteristics
- Business Knowledge
- Communication Skills
- Interaction Skills
- Tools and Technology



Course Assessment

Here are some quick facts about the exam:

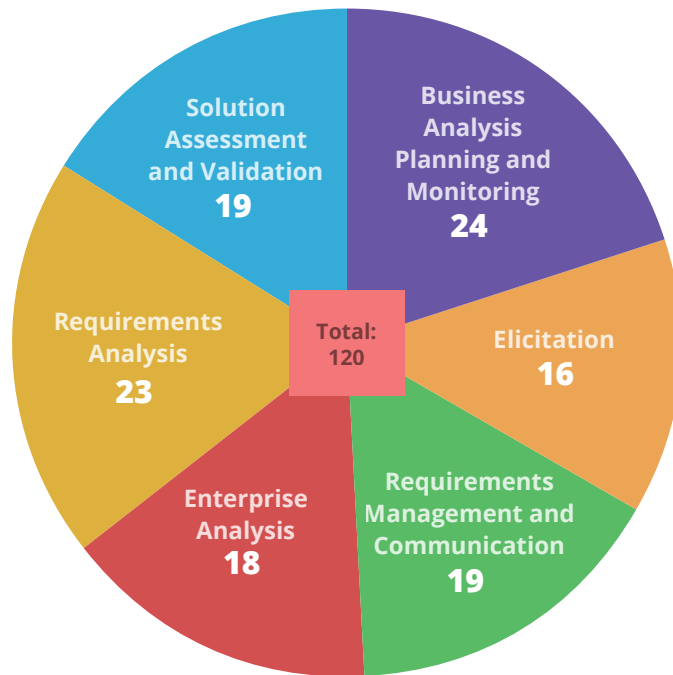


The CBAP® Certification exam can be taken **ONLY** after the completion of the training program.



The exam is in the Computer-based testing (CBT) format, administered by Prometric testing centers. Paper-based testing (PBT) is also available under limited circumstances like for locations with no nearby Prometric testing centers.

The current CBAP® Knowledge Area Number of Questions



Candidates who take the CBT get their results immediately upon completion and the ones who opted for PBT get their results typically over 4 weeks



Faculty Profile

Delivered by our established in-house experts, global network of trainers, speakers and facilitators through established processes, this certification course will introduce you to the most relevant and practical aspects of project management. APEX Global Expert Council (AGEC) works closely with leading industry experts to consistently create, review and update the certification learning objectives. This ensures that what our clients learn is instantly applicable to any role and aligned to the needs of respective industries. We collaborate with reputable partners

on the design and development of course materials, so your learning is shaped by practical experience, expert insights and valuable case studies.



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