Preparation to the CCBA certification – Certification of Competency in Business Analysis

Description

Learn in Detail About the Role and Mission of a Business Analyst

The BABoK® Guide v3 (Business Analysis Body of Knowledge) is the most globally recognized framework for business analysis. It covers all the tasks a business analyst needs to know; these 30 tasks are grouped into 6 knowledge areas (Business Analysis Planning and Monitoring, Elicitation and Collaboration, Requirements Life Cycle Management, Strategy Analysis, Requirements Analysis and Design Definition, and Solution Evaluation).

The role of the business analyst has been significantly expanded with version 3 of the BABoK® Guide. He/she is the facilitator of all changes within a company, whether in the form of a project or continuous improvement, and must understand the current state, define the desired future state, and determine the activities required to achieve this future state.

We are preparing you for the CCBA certification for the role of Business Analyst.

During this course, theoretical coverage will be accompanied by a series of questions and practical exercises to adequately prepare you to earn your certification. Please note that additional intensive self-study will be required after the course to assimilate all the points covered by the exam, as the volume of information is quite substantial (including more than 50 shared techniques).

Course Content
Module 1: Introduction to the BABoK® Guide and Business Analysis

- Purpose and structure of the BABoK® Guide
- What is business analysis and what is the role of a business analyst?

Module 2: Key Concepts

- The Business Analysis Core Concept Model™
- The Requirements Classification Schema
- Stakeholders
- Definition of Requirements and Design

Module 3: Business Analysis Planning and Monitoring

- Like any professional, the business analyst must identify, estimate, organize, and coordinate business analysis efforts and stakeholders.
- When planned tasks are executed, the business analyst must analyze and report on the performance of their activities.
- Prepare the business analysis approach
- Prepare the stakeholder engagement approach
- Define business analysis governance
- Define information management for business analysis
- Identify opportunities for business analysis performance improvements

Module 4: Elicitation and Collaboration

- Gather information from stakeholders or other sources and confirm the results.
- Ensure all stakeholders are working together towards a common goal.
- Prepare for elicitation
- Conduct elicitation
- Confirm elicitation results
- Communicate business analysis information
- Manage stakeholder collaboration

Module 5: Requirements Life Cycle Management

- Requirements may evolve, and the business analyst must manage and maintain them from their identification to their retirement.
- The relationships between requirements and design must be established when a change is proposed, and consensus must be reached on whether to accept or reject any change requests.
- Trace requirements
- Maintain requirements
- Prioritize requirements
- Assess requirement changes
- Approve requirements

Module 6: Strategy Analysis

- Strategy defines the best way to use an organization's resources to achieve set goals and objectives.
- The business analyst works with stakeholders to identify strategic and tactical needs and assists the organization in meeting them.
- Analyze current state
- Define future state
- Assess risks
- Define change strategy

Module 7: Requirements Analysis and Design Definition

- The business analyst must structure, organize, specify, and model elicited requirements, verify and validate information, and identify a solution approach that meets business needs.
- Specify and model requirements
- Verify requirements
- Validate requirements
- Define requirements architecture
- Define design options

- Analyze potential value and recommend a solution

Module 8: Solution Evaluation

- The business analyst evaluates the performance of a solution and the value it delivers.
- Measure solution performance
- Analyze performance measures
- Assess solution limitations
- Assess enterprise limitations (state of readiness)
- Recommend actions to increase solution value

Module 9: Underlying Competencies

- Description of the behaviors, characteristics, knowledge, and personal qualities a business analyst should have.
- Personal skills, soft skills

Module 10: Techniques

- 50 shared techniques

Module 11: Perspectives

- The BABOK® Guide defines 5 contexts for applying business analysis. Each perspective outlines how to adapt tasks and which techniques are most appropriate. It also offers a number of additional techniques specific to that context.
- Agility
- Business Intelligence
- Information Technology
- Business Architecture
- Business Process Management

Module 12: Starting Exam Preparation
Lab / Exercises
These exercices listed here are indicative and may be completed with complementary labs depending on participants' objectives and available time. Exercices are applying some of the 50 shared techniques.
Lab 1: Business Capability Analysis Lab 2: Business Model Analysis Lab 3: Data Modelling Lab 4: Process Modelling Lab 5: Risk Analysis and Management Lab 6: Sequence Diagram Lab 7: State Diagram Lab 8: SWOT Analysis
Documentation

- Printed slides to review and take notes
- Official publication "BABoK, A guide to the Business Analysis Body of Knowledge® v3"
- Exam preparation guide "CCBA® Certification Study Guide v3.0"

Exam
IIBA® has defined four levels of certification depending on the number year of experience in Business Analysis:

- CCBA®: Level 2: Certification of Capability in Business Analysis™
- Recognizes BA professionals who have 2-3 years of business analysis experience
- Exam: 3 hours, 130 scenario-based multiple choice questions

To pass your examination based on the BABoK® Guide v3, you will need to follow the following process:

- Ensure if you are eligible for the appropriate level of credential
- Fill out the application form. From level 2, this includes the list of your experiences and persons of reference
- Prepare yourself for the exam (simulate exam with several complete sets of multiple choice questions)
- IIBA™ will need to validate your application form
- Proceed to payment
- Schedule your exam at an accredited test center near your location when you are ready

Participant profiles

- Business analysts
- Project managers
- Systems analysts and team members
- Others interested in acquiring the IIBA® CCBA® certification
- Anyone who wants to gather more knowledge or challenge their current practices

Prerequisites

- No prerequisites

Objectives

- Learn and align your own skills to the principles, activities, tasks and techniques described in the six knowledge areas within the BABOK® Guide
- Get familiar with the structure of the BABOK® Guide
- Apply tasks and techniques from all 6 knowledge areas to business scenarios
- Adapt the BABOK® Guide usage according to 5 perspectives
- Assess your ability to pass the CCBA® exam

Description
Preparation to the CCBA certification
Niveau
Fondamental
Classroom Registration Price (CHF)
3750
Virtual Classroom Registration Price (CHF)
3500
Duration (in Days)
5
Reference
IIBA-CCBA