



# CBAP/CCBA Certification Boot Camp

4 Days | Onsite

Accelerate your preparation for the Certified Business Analysis Professional™ (CBAP®) certification exam by attending this boot camp. Developed and facilitated by CBAP instructors, this boot camp provides an in-depth, structured approach to understanding the Business Analysis Body of Knowledge® (BABOK®) v3.0. Attendees will learn test taking strategies and gain an understanding of the exam format and the types of questions that are asked on the CBAP certification exam. Gain the knowledge and skills to ensure you are prepared for the exam, while enhancing your business analysis skill set.

Solidify your learning experience through the incorporation of gamification throughout the course. This unique approach takes a typical memorization-heavy class structure to the next level by allowing the application of material for maximum retention. By attending this course, students will be prepared to take both the CBAP® and CCBA® certification exams and will receive 28 hours of professional development credit.

## Learning Objectives

- Prepare to pass the Certified Business Analysis Professional™ (CBAP®) and Certification of Competency in Business Analysis™ (CCBA®) exams
- Identify and navigate the key concepts of *A Guide to the Business Analysis Body of Knowledge® (BABOK® Guide)*
- Optimize the application processes by aligning your BA experience to the *BABOK® Guide*
- Solidify your knowledge through practice questions and drills

## Intended Audience

This boot camp is designed for individuals who are seeking the CBAP® or CCBA® certification and want a focused, structured session to ensure a thorough understanding of the BABOK® and to prepare for the CBAP® or CCBA® exam.

## Prerequisites

Attendees should read the *BABOK®* prior to attending and bring a copy with them to the boot camp. There are no specific requirements to attend this course; however, we recommend that students have met the experience requirements to sit for the exam. For a listing, please visit the IIBA's website at [iiba.org/certification/certificationlevels/level3-cbap.aspx](http://iiba.org/certification/certificationlevels/level3-cbap.aspx).

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## Learning Topics

### Introduction and Certification Requirements

- Course Introduction
  - Suggestions for success
  - Learning objectives
  - Method and documentation
  - Course content structure and agenda
- IIBA and the BABOK Guide
  - IIBA
  - BABOK Guide
  - IIBA Certifications
- CBAP Certification Requirement
  - Eligibility requirements
  - Exam characteristics
  - Maintaining certification

### Business Analysis Key Concepts

- Business Analysis Core Concept Model (BACCM™)
  - Understanding the BACCM™
  - Purpose of the BACCM™
  - Context and perspectives
- Key Terms
- Requirements Classification Schema
  - Understanding the Requirements Classification Schema
  - Relating the BACCM™ and the Requirements Classification Schema
  - Classifying requirements
- Stakeholders
  - Understanding stakeholder categories
  - Related techniques
- Requirements and Design
  - Differentiating between requirements and design
  - Requirements and design cycle

### Business Analysis Planning and Monitoring

- Plan Business Analysis Approach
  - Planning Approaches
  - Formality and Level of Detail of BA Deliverables
  - Elements of BA Approach
- Plan Stakeholder Engagement
  - Perform Stakeholder Analysis
  - Define Stakeholder Collaboration
  - Stakeholder Communication Needs
- Plan Business Analysis Governance
  - Decision-Making
  - Prioritization and Approvals
- Plan Business Analysis Information Management
  - Organization of BA Information
  - Level of Abstraction
  - Plan Traceability Approach
  - Plan for Requirements Reuse

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- Storage and Access
- Requirements Attributes
- Identify Business Analysis Performance Improvements
  - Performance Analysis
  - Assessment Measures
  - Analyze Results
  - Recommend Actions for Improvement
- Related Techniques

### Elicitation and Collaboration

- Prepare for Elicitation
  - Elicitation techniques
  - How to prepare
- Conduct Elicitation
  - Guiding elicitation activities and capturing results
  - Plan business analysis governance
- Confirm Elicitation Results
  - How formal?
- Communicate BA Information
  - Objectives and format of communication
  - Communicate business analysis package
- Manage Stakeholder Collaboration
  - Myth or fact
- Underlying Competencies
  - Communication skills
  - Interaction skills

### Requirements Life Cycle Management

- Trace Requirements
  - Traceability
  - Relationships
  - Case Study
- Maintain Requirements
  - Maintaining and reusing requirements
- Prioritize Requirements
  - Factors that influence prioritization
- Assess Requirements Changes
  - Factors to assess
- Approve Requirements
  - Elements included
- Related Techniques
- Underlying Competencies – Behavioral Characteristics

### Strategy Analysis

- Analyze Current State
  - Business needs and solutions
  - Thumbs Up, Thumbs Down
- Define Future State
  - Business goals and objectives
  - Potential value
- Assess Risks

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- Myth or Fact
- Define Change Strategy
  - Change strategy
  - Underlying competencies
- Related Techniques
- Underlying Competencies – Business Knowledge

#### Requirements Analysis and Design Definition

- Specify and Model Requirements
  - Model requirements
  - Thumbs Up, Thumbs Down
- Verify Requirements
  - Characteristics of requirements and designs quality
  - Verify vs. validate
- Validate Requirements
  - Thumbs Up, Thumbs Down
- Define Requirements Architecture
  - Requirements architecture
- Define Design Options
  - Design options
- Analyze Potential Value and Recommend Solution
  - Solution recommendation
- Related Techniques

#### Solution Evaluation

- Measure Solution Performance
  - Solution performance measures
- Analyze Performance Measures
  - Analyze performance measures
- Assess Solution Limitations
  - Solution limitations
- Assess Enterprise Limitations
  - Enterprise limitations
  - Thumbs Up, Thumbs Down
- Recommend Actions to Increase Solution Value
  - Recommendations
- Related Techniques

#### Business Analysis Perspectives

- Agile
  - Approaches and techniques
  - Underlying competencies
  - Impact on knowledge Areas
  - Fill-in the Blank
- Business Intelligence
  - Business intelligence perspective
  - Approaches and techniques
  - Underlying competencies
  - Impact on knowledge areas
- Information Technology
  - Approaches and techniques

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- Underlying competencies
- Impact on knowledge areas
- Business Architecture
  - Approaches and techniques
  - Underlying competencies
  - Impact on knowledge areas
- Business Process Management
  - Approaches and techniques
  - Underlying competencies
  - Impact on knowledge areas