

Preparing for the IIBA[®] CCBA[™] Certification Exam - 4 Days

Course 3503 Overview

- You Will Learn How To**
- Prepare to pass the Certification of Competency in Business Analysis (CCBA) exam
 - Enhance your business analysis skill set through adoption of the *BABOK[®] Guide* best practices
 - Navigate the six knowledge areas and underlying competencies of the *BABOK[®] Guide*
 - Recognise the core business analysis tasks and techniques that form the *BABOK[®] Guide*
 - Affirm your knowledge through structured exercises and practice questions
 - Create your personalised study plan based on the CCBA format and question types

Course Benefits The International Institute of Business Analysis (IIBA[®]) has developed the CCBA certification to recognise and validate the knowledge and skills of business analysis professionals with at least two and a half years experience. In this intensive exam preparation course, you gain the skills necessary to prepare for the CCBA certification exam. Through practice exams and workshops you develop a personalised study plan based on the six knowledge areas included in the exam.

Who Should Attend Business analysts, project managers, systems analysts, team members and others interested in achieving IIBA[®] CCBA certification.

Workshop Course Through a series of workshops and practice exams, you develop a personalised study plan to successfully prepare you to pass the IIBA[®] CCBA exam. Workshops include:

- Taking daily CCBA -style practice exams and cross-referencing answers
- Identifying strengths and weaknesses in your understanding of the *BABOK[®] Guide* content
- Reviewing graphical representations of the *BABOK[®] Guide* concepts
- Building study references to assist you in learning key concepts and terms
- Completing detailed summaries of the task, elements and techniques of the six knowledge areas

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Course 3503 Outline

Introduction to the CCBA Exam

- Reviewing strategies and the unique requirements for successfully completing the CCBA exam application
- Leveraging the *BABOK[®] Guide* to become an effective business analysis professional
- Navigating the complexity of the *BABOK[®] Guide* content

Analysing the Structure of the *BABOK[®] Guide*

Foundation concepts for business analysis

- Defining the business analysis profession
- Exploring the six knowledge areas and corresponding tasks and techniques

Identifying techniques

- Determining how to apply techniques to BA tasks
- Differentiating between when and where to apply the proper techniques

Business Analysis Planning and Monitoring

Conducting stakeholder analysis

- Specifying stakeholder roles
- Creating a list of project stakeholders
- Analysing the complexity of stakeholder groups

Planning business analysis activities

- Decomposing task assignments
- Listing key business analysis deliverables
- Identifying associated risks

Elicitation

Preparing for elicitation

- Applying elicitation techniques strategically to uncover organisational needs
- Gathering supporting documentation

Conducting elicitation activities

- Tracking requirements to business goals and objectives
- Capturing requirements attributes

Requirements Management and Communication

Managing solution scope

- Assessing requirements to ensure that they fall within the solution scope
- Managing conflicting and inconsistent requirements

Communicating requirements

- Presenting requirements to key stakeholders for review
- Conducting formal and informal reviews

Enterprise Analysis

Defining the business need

- Exploring problems and opportunities
- Considering business goals and organisational objectives

Developing the business case

- Measuring the costs and benefits of the recommended solution
- Performing an initial risk assessment

Requirements Analysis

Specifying and modelling requirements

- Analysing stated requirements
- Identifying and addressing gaps

Verifying and validating requirements

- Recognising the real requirements
- Ensuring stakeholder agreement

Solution Assessment and Validation

Assessing organisational readiness

- Determining operational and technical readiness
- Creating a stakeholder impact analysis to review functions, tasks and concerns

Validating the solution

- Dissecting identified defects and issues
- Establishing acceptance and evaluation criteria definition

Underlying Competencies

Analytical thinking and problem solving

- Making effective decisions
- Thinking creatively

Implementing business-facing skills

- Developing facilitation and communication skills
- Leveraging business and industry knowledge

Employing technology-facing skills

- Ensuring effective communication with IT
- Specialised solutions
- Broad application

Preparing to Pass the Exam

- Gaining insight into the exam process and format

- Developing your personalised study plan