Certified Business Analysis Professionals (CBAP)

Duration: 40 Hours (5 Days)

Overview

The Certified Business Analysis Professional (CBAP) course is a comprehensive training program designed for individuals seeking to deepen their knowledge and skills in business analysis. This course is founded on the standards of the Business Analysis Body of Knowledge (BABOK® Guide) and prepares learners for the CBAP certification exam. Through a structured curriculum, participants will explore foundational concepts, delve into business analysis planning and monitoring, understand Elicitation, Requirements Management, Strategy Analysis, and Solution Evaluation, and develop Underlying Competencies essential for an experienced business analyst. CBAP training focuses on practical applications and real-world scenarios, ensuring that learners are equipped with the tools and techniques necessary for success in various business contexts. CBAP classes also cover a wide range of perspectives such as Agile, Business Intelligence, IT, Business Architecture, and Business Process Management, offering a holistic view of business analysis. Engaging in CBAP training and classes will significantly enhance one's ability to drive business improvements and deliver value to stakeholders.

Audience Profile

The CBAP course equips professionals with advanced business analysis skills, targeting experienced individuals seeking certification.

- Job roles and audience for the CBAP course include:
- Senior Business Analysts
- Business Analysis Consultants
- Project Managers with a focus on business analysis
- Product Managers
- Process Improvement Specialists
- Systems Analysts with business analysis responsibilities
- Enterprise Analysts
- Business Architects
- IT Managers with a focus on business solutions
- Quality Assurance Professionals
- Change Managers
- Team Leaders with a stake in business analysis projects
- Experienced professionals aiming to formalize their expertise with a CBAP certification

Course Syllabus

Chapter 1: Introduction

- Purpose of the BABOK® Guide
- What is Business Analysis?
- Who is a Business Analyst?
- Structure of the BABOK® Guide

Chapter 2: Business Analysis Key Concepts

- The Business Analysis Core Concept Model™
- Key Terms
- Requirements Classification Schema
- Stakeholders
- Requirements and Designs

Chapter 3: Business Analysis Planning and Monitoring

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

Chapter 4: Elicitation and Collaboration

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

Chapter 5: Requirements Life Cycle Management

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

Chapter 6: Strategy Analysis

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

Chapter 7: Requirements Analysis and Design Definition

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

Chapter 8: Solution Evaluation

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

Chapter 9: Underlying Competencies

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

Chapter 10: Techniques

- Acceptance and Evaluation Criteria
- Backlog Management
- Balanced Scorecard
- Benchmarking and Market Analysis
- Brainstorming
- Business Capability Analysis
- Business Cases
- Business Model Canvas
- Business Rules Analysis
- Collaborative Games
- Concept Modelling
- Data Dictionary
- Data Flow Diagrams
- Data Mining
- Data Modelling
- Decision Analysis
- Decision Modelling
- Document Analysis
- Estimation
- Financial Analysis
- Focus Groups
- Functional Decomposition
- Glossary
- Interface Analysis
- Interviews
- Item Tracking
- Lessons Learned
- Metrics and Key Performance Indicators (KPIs)
- Mind Mapping
- Non-Functional Requirements Analysis
- Observation
- Organizational Modelling
- Prioritization
- Process Analysis
- Process Modelling
- Prototyping
- Reviews
- Risk Analysis and Management
- Roles and Permissions Matrix

- Root Cause Analysis
- Scope Modelling
- Sequence Diagrams
- Stakeholder List, Map, or Personas
- State Modelling
- Survey or Questionnaire
- SWOT Analysis
- Use Cases and Scenarios
- User Stories
- Vendor Assessment
- Workshops

Chapter 11: Perspectives

- The Agile Perspective
- The Business Intelligence Perspective
- The Information Technology Perspective
- The Business Architecture Perspective
- The Business Process Management Perspective