

# Certification of Competency in Business Analysis (CCBA)

**Duration: 40 Hours (5 Days)**

## Course Overview

The Certification of Competency in Business Analysis (CCBA) course is designed to equip learners with the advanced knowledge and skills needed to succeed as professional business analysts. Rooted in the standards of the BABOK® Guide, this certification course covers essential business analysis principles, from understanding the role of a business analyst to mastering techniques and underlying competencies required in the field. Learners will delve into topics like Requirements life cycle management, Strategy analysis, and Solution evaluation, gaining valuable insights into business analysis planning, Elicitation, Collaboration, and more. By completing this course and obtaining the CCBA certification, professionals demonstrate their commitment to the field, potentially leading to career advancement and recognition. The CCBA certification cost is an investment in one's professional development, as this credential is recognized globally and can open doors to new opportunities. Whether you're seeking to solidify your expertise or aiming for a CBAP (Certified Business Analysis Professional™), the CCBA course is a valuable step in your business analysis career journey.

## Audience Profile

The CCBA (Certification of Capability in Business Analysis) course is tailored for professionals seeking to elevate their expertise in business analysis, enhancing their career opportunities and value within their organizations. This course is ideal for:

- **Business Analysts:** Professionals aiming to gain formal recognition for their business analysis skills and knowledge.
- **Project Managers:** Those responsible for managing teams that include business analysts or overseeing business analysis activities.
- **Consultants:** Experts providing business analysis solutions to clients and organizations.
- **Product Managers:** Individuals defining customer needs and translating them into actionable business solutions.
- **Process Improvement Specialists:** Professionals focused on streamlining and optimizing business processes.
- **Systems Analysts:** Individuals needing to interpret and document business requirements effectively.
- **Quality Assurance (QA) Specialists:** Professionals tasked with validating that business requirements are correctly implemented.
- **Product Owners:** Stakeholder representatives managing backlogs and expectations in Agile environments.
- **IT Professionals:** Those transitioning into business analysis roles to broaden their expertise.
- **Change Management Professionals:** Experts facilitating organizational change and business transformation.
- **Team Leaders:** Leaders seeking to enhance their understanding of business analysis for better project outcomes.
- **Functional Managers:** Managers leading teams involved in business analysis activities.
- **Trainers and Coaches:** Educators specializing in business analysis and project management, aiming to deepen their knowledge and credentials.

## Course Syllabus

### Chapter 1: Introduction

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

### Chapter 2: Business Analysis Key Concepts

- 2.1 The Business Analysis Core Concept Model™
- 2.2 Key Terms
- 2.3 Requirements Classification Schema
- 2.4 Stakeholders
- 2.5 Requirements and Designs

### Chapter 3: Business Analysis Planning and Monitoring

- 3.1 Plan Business Analysis Approach
- 3.2 Plan Stakeholder Engagement
- 3.3 Plan Business Analysis Governance
- 3.4 Plan Business Analysis Information Management
- 3.5 Identify Business Analysis Performance Improvements

### Chapter 4: Elicitation and Collaboration

- 4.1 Prepare for Elicitation
- 4.2 Conduct Elicitation
- 4.3 Confirm Elicitation Results
- 4.4 Communicate Business Analysis Information
- 4.5 Manage Stakeholder Collaboration

### Chapter 5: Requirements Life Cycle Management

- 5.1 Trace Requirements
- 5.2 Maintain Requirements
- 5.3 Prioritize Requirements
- 5.4 Assess Requirements Changes
- 5.5 Approve Requirements

### Chapter 6: Strategy Analysis

- 6.1 Analyze Current State
- 6.2 Define Future State
- 6.3 Assess Risks
- 6.4 Define Change Strategy

### Chapter 7: Requirements Analysis and Design Definition

- 7.1 Specify and Model Requirements
- 7.2 Verify Requirements
- 7.3 Validate Requirements
- 7.4 Define Requirements Architecture
- 7.5 Define Design Options

6. 7.6 Analyze Potential Value and Recommend Solution

## **Chapter 8: Solution Evaluation**

1. 8.1 Measure Solution Performance
2. 8.2 Analyze Performance Measures
3. 8.3 Assess Solution Limitations
4. 8.4 Assess Enterprise Limitations
5. 8.5 Recommend Actions to Increase Solution Value

## **Chapter 9: Underlying Competencies**

1. 9.1 Analytical Thinking and Problem Solving
2. 9.2 Behavioral Characteristics
3. 9.3 Business Knowledge
4. 9.4 Communication Skills
5. 9.5 Interaction Skills
6. 9.6 Tools and Technology

## **Chapter 10: Techniques**

1. 10.1 Acceptance and Evaluation Criteria
2. 10.2 Backlog Management
3. 10.3 Balanced Scorecard
4. 10.4 Benchmarking and Market Analysis
5. 10.5 Brainstorming
6. 10.6 Business Capability Analysis
7. 10.7 Business Cases
8. 10.8 Business Model Canvas
9. 10.9 Business Rules Analysis
10. 10.10 Collaborative Games
11. 10.11 Concept Modeling
12. 10.12 Data Dictionary
13. 10.13 Data Flow Diagrams
14. 10.14 Data Mining
15. 10.15 Data Modeling
16. 10.16 Decision Analysis
17. 10.17 Decision Modeling
18. 10.18 Document Analysis
19. 10.19 Estimation
20. 10.20 Financial Analysis
21. 10.21 Focus Groups
22. 10.22 Functional Decomposition
23. 10.23 Glossary
24. 10.24 Interface Analysis
25. 10.25 Interviews
26. 10.26 Item Tracking
27. 10.27 Lessons Learned
28. 10.28 Metrics and Key Performance Indicators (KPIs)
29. 10.29 Mind Mapping
30. 10.30 Non-Functional Requirements Analysis
31. 10.31 Observation
32. 10.32 Organizational Modeling

- 33. 10.33 Prioritization
- 34. 10.34 Process Analysis
- 35. 10.35 Process Modeling
- 36. 10.36 Prototyping
- 37. 10.37 Reviews
- 38. 10.38 Risk Analysis and Management
- 39. 10.39 Roles and Permissions Matrix
- 40. 10.40 Root Cause Analysis
- 41. 10.41 Scope Modeling
- 42. 10.42 Sequence Diagrams
- 43. 10.43 Stakeholder List, Map, or Personas
- 44. 10.44 State Modeling
- 45. 10.45 Survey or Questionnaire
- 46. 10.46 SWOT Analysis
- 47. 10.47 Use Cases and Scenarios
- 48. 10.48 User Stories
- 49. 10.49 Vendor Assessment
- 50. 10.50 Workshops

## **Chapter 11: Perspectives**

- 1. 11.1 The Agile Perspective
- 2. 11.2 The Business Intelligence Perspective
- 3. 11.3 The Information Technology Perspective
- 4. 11.4 The Business Architecture Perspective
- 5. 11.5 The Business Process Management Perspective