

KOENIG SOLUTIONS • COURSE OUTLINE

Certification of Capability in Business Analysis (CCBA)

Learn to apply BABOK® Guide knowledge areas, techniques and perspectives across the business analysis lifecycle.

5 Days

40 HOURS

11

MODULES

100

TOPICS

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.

Who Should Attend

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

LEARNING OBJECTIVES

- Explain the purpose and structure of the BABOK® Guide
- Describe key concepts in the Business Analysis Core Concept Model
- Plan business analysis approach, governance and stakeholder engagement
- Apply elicitation and collaboration techniques with stakeholders
- Manage requirements through tracing, prioritising and approval
- Analyse current and future state during strategy analysis
- Specify, verify and validate requirements and design options
- Evaluate solution performance and recommend value-adding actions

11 Modules, 100 Topics

01

Introduction

TOPICS

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

02

Business Analysis Key Concepts

TOPICS

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

03

Business Analysis Planning and Monitoring

TOPICS

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

04

Elicitation and Collaboration

TOPICS

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

05

Requirements Life Cycle Management

TOPICS

Trace Requirements · Maintain Requirements · Prioritize Requirements · Assess Requirements Changes · Approve Requirements

06

Strategy Analysis

TOPICS

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

07

Requirements Analysis and Design Definition

TOPICS

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

08

Solution Evaluation

TOPICS

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

09

Underlying Competencies

TOPICS

Analytical Thinking and Problem Solving · Behavioral Characteristics · Business Knowledge · Communication Skills · Interaction Skills · Tools and Technology

10

Techniques

TOPICS

- 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 Modeling
- Data Dictionary
- Data Flow Diagrams
- Data Mining
- Data Modeling
- Decision Analysis
- Decision Modeling
- 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 Modeling
- Prioritization
- Process Analysis
- Process Modeling
- Prototyping

Techniques (continued)

TOPICS (CONTINUED)

- Reviews
- Risk Analysis and Management
- Roles and Permissions Matrix
- Root Cause Analysis
- Scope Modeling
- Sequence Diagrams
- Stakeholder List, Map, or Personas
- State Modeling
- Survey or Questionnaire
- SWOT Analysis
- Use Cases and Scenarios
- User Stories
- Vendor Assessment
- Workshops

11

Perspectives

TOPICS

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

WHAT IS INCLUDED

Everything You Need to Succeed

- Koenig course material for every module
- Delivery by certified instructors and subject matter experts
- Hands-on exercises throughout the course
- Course completion certificate from Koenig

Who We Are

Established in 1993, Koenig Solutions is a globally recognised training provider with 35+ technology partnerships, 5,000+ training programmes and a network of certified instructors and subject matter experts, supporting individuals and enterprise teams worldwide.

Learn the Way That Suits You

Classroom Training

Live Online Classes (ILO)

Fly-Me-A-Trainer (FMAT)

Flexi (Self-Paced)

1-on-1 Training

Ready to Get Started?

Talk to a learning advisor about schedules, group training and customised delivery.

Visit koenig-solutions.com

✉ info@koenig-solutions.com