COURSE OUTLINE

Course Code: PM-CCBA

Course Name: **Certification of Competency in Business Analysis™**

(CCBA®)

DURATION	SKILL LEVEL	DELIVERY METHOD	TRAINING CREDITS	TECHNOLOGY
4 days	Intermediate	ILT/VILT	N/A	Business Analysis

Course Overview

This course has been designed to provide intense preparation for the CCBA® certification exam. The focus is on understanding the guide to the Business Analysis Body of Knowledge® (BABOK®) v3.0, acquiring a good understanding of the terminology of the BABOK® Guide, and identifying the tools and techniques that are a part of a Business Analyst's toolkit

Prerequisites

In order to sit for the CCBA® exam, participants must have:

• Minimum 3750 (2 to 3 years) hours of business analysis work experience aligned with the BABOK®Guide in the last seven years, including:

 o Minimum 900 hours in two of the six knowledge areas or 500 hours in four of the six knowledge areas

• Minimum 21 hours of Professional Development in the past four years

• Minimum high school education or equivalent

• Two references from a career manager, client or Certified Business Analysis Professional™ (CBAP®) recipient

• Signed Code of Conduct

Target Audience

Business analysts, project managers, systems analysts, team members and others interested in achieving International Institute of Business Analysis (IIBA®) CCBA® certification.

Topics

Day 1

1: - Introduction to IIBA CCBA® 3.0 Certification:

• Introduction to IIBA® CCBA Certification

• Purpose of the BABOK® v 3.0 Guide

• What is Business Analysis?

• Who is a Business Analyst

• Structure of the BABOK® v 3.0 Guide

2: - Business Analysis Key Concepts

• The Business Analysis Core Concept Model

• Key Terms

• Requirements Classification Schema

• Stakeholders

• Requirements and Designs

3: - Business Analysis Planning and Monitoring:

• Overview of Business Analysis Planning and Monitoring

• Core Concept Model in 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

Day 2

4: - Elicitation and Collaboration:

• Overview of Elicitation and Collaboration

• Core Concept Model in Elicitation and Collaboration

• Prepare of Elicitation

• Conduct Elicitation

• Confirm Elicitation Results

• Communicate Business Analysis Information

• Manage Stakeholder Collaboration

5: - Requirements Lifecycle Management:

• Overview of Requirements Lifecycle Management

• Core Concept Model in Requirements Lifecycle Management

• Trace Requirements

• Maintain Requirements

• Prioritize Requirements

• Assess Requirements Changes

• Approve Requirements

6: - Strategy Analysis:

• Overview of Strategy Analysis

• Core Concept Model in Strategy Analysis

• Analyze Current State

• Define Future State

• Assess Risks

• Define Change Strategy.

7: - Requirements Analysis and Design Definition:

• Overview of Requirements Analysis and Design Definition

• Core Concept Model in Requirements Analysis and Design Definition

• Specify and Model Requirements

• Verify Requirements

• Validate Requirements

• Define Requirements Architecture

• Define Design Options

• Analyze Potential Value and Recommend Solution

Day 3

8: - Solution Evaluation:

• Overview of Solution Evaluation

• Core Concept Model in Solution Evaluation

• Measure Solution Performance

• Analyze Performance Measures

• Assess Solution Limitations

• Assess Enterprise Limitations

9: - Underlying Competencies:

• Overview of Underlying Competencies

• Analytical Thinking and Problem Solving

• Behavioral Characteristics

• Business Knowledge

• Communication Skills

• Interaction Skills

• Tools and Technology

Day 4 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

• Mind Mapping

• Non-Functional Requirements Analysis

• Observation

• Organizational Modelling

• Prioritization

• Process Analysis

• Process Modelling

• Prototyping

• Reviews

• Risk Analysis and Management

• Roles and Permissions Management

• 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

Unit 11: - Perspectives:

- Overview of Perspectives

- Agile

- Business Intelligence

- Information Technology

- Business Architecture

- Business Process Management

Job Role

Current Business Analysts

Exams and Certifications

At Course Completion

- Apply the techniques and skills needed to become a competent Business Analyst

- Get recognized for your professional competence by professional peers and management

- Advance your career and let your cv stand out

- Demonstrate knowledge of the skills necessary to be an effective member of the business analysis community

- Implement business analysis practices as outlined in the Business Analysis Body of Knowledge® (BABOK®) Guide

- Deliver more reliable, higher quality results with increased efficiency and consistency

- Develop the following proficiencies that are the measurement criteria for the competencies required to attain Level 2(CCBA®) certification:

  o Applied Knowledge - Has practiced the competency and skills that have evolved working on small, less complex challenges or with guidance on large, more complex work.

  o Recommends Action - Although generally works independently on small, well scoped challenges, still relies on expert help for more complex work. Skills, knowledge and confidence have developed to the level where appropriate actions are identified.

  o Modifies Rules - Encounters situations where there is confidence to modify the guidelines that have been provided for addressing the challenge.

Notes and Annotations

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What is next?

Agile Analyst