



Innovations in Business Solutions

Certified Business Analysis Professional (CBAP) Course Outline

Course Duration – 35 Hrs

Knowledge Areas: As per BABOK® Guide 3 (*A Guide to the Business Analysis Body of Knowledge®*)

1) Business Analysis Planning & Monitoring

- ❖ Overview
 - Plan Business Analysis Approach Conduct
 - Business Analysis Core concept Model
 - Stakeholder Analysis Plan
 - Business Analysis Activities Plan
 - Business Analysis Communication Plan
 - Requirements Management Process
 - Manage Business Analysis Performance
 - Business Analysis Techniques
- ❖ Key Deliverables, Guidelines & Tools
- ❖ Practice Questions & Review

2) Elicitation & Collaboration

- ❖ Overview
 - Prepare for Elicitation
 - Elicitation Techniques
 - Conduct Elicitation Activity
 - Document Elicitation Results
 - Confirm Elicitation Results
 - Communicate business analysis information
 - Manage stakeholder concern
- ❖ Key Deliverables, Guidelines & Tools
- ❖ Practice Questions & Review

3) Requirements Life Cycle Management

- ❖ Overview
 - Manage Solution Scope & Requirements
 - Manage Requirements Traceability
 - Maintain Requirements for Re-use
 - Prepare Requirements Package
 - Communicate Requirements
- ❖ Key Deliverables, Guidelines & Tools

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- ❖ Practice Questions & Review

4) Strategy Analysis

- ❖ Overview
 - Define Business Strategy Need
 - Assess Business Strategy Capability Gaps
 - Determine Strategy Solution Approach
 - Define Strategy Solution Scope
 - Define Business Strategy Case
- ❖ Key Deliverables, Guidelines & Tools
- ❖ Practice Questions & Review

5) Requirements Analysis and Design Definition

- ❖ Overview
 - Prioritize Requirements
 - Organize Requirements
 - Specify and Model Requirements
 - Define Assumptions and Constraints
 - Verify Requirements
 - Validate Requirements
 - Design of dashboard
 - Process Model
 - Business Capability Matrix
 - Screen Mock-up showing specific data field
- ❖ Key Deliverables, Guidelines & Tools
- ❖ Practice Questions & Review

6) Solution Evaluation

- ❖ Overview
 - Assess Proposed Solution
 - Allocate Requirements
 - Assess Organizational Readiness
 - Define Transition Requirements
 - Validate Solution
 - Evaluate Solution Performance
- ❖ Key Deliverables, Guidelines & Tools
- ❖ Practice Questions & Review

7) Underlying Competencies

- ❖ Overview
 - Analytical Thinking and Problem Solving

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- Behavioral Characteristics
 - Business Knowledge Communication
 - Communication Skills
 - Skills Interaction
 - Skills Software Applications
- ❖ Key Deliverables, Guidelines & Tools
 - ❖ Practice Questions & Review

8) Techniques

- ❖ Overview
 - Backlog Management
 - Balance Score Card
 - Business Capability Analysis
 - Business Cases
 - Business Model Canvas
 - Collaborative Games
 - Concept Modeling
 - Data Mining
 - Decision Modeling
 - Financial Analysis
 - Item Tracking
 - Problem Tracking
 - Mind Mapping
 - Prioritization
 - Process Analysis
 - Reviews
 - Risk Analysis and Management
 - Roles and Permissions Matrix
 - Scenarios
 - Stakeholder List, Map, or Personas
 - Workshops
- ❖ Review of each technique (Usage, Purpose & Key elements)
- ❖ Technique Examples

9) Perspective

- ❖ Overview
 - The Agile Perspective
 - The Business Intelligence Perspective
 - The Information Technology Perspective
 - The Business Architecture Perspective
 - The Business Process Management Perspective
- ❖ Practice Exam Questions & Review along with internal assessment
- ❖ Resume Prep. with a sample mock interview

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