Certified Business Analysis : CCBA 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
❖ Practice Questions & Review

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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
- Behavioral Characteristics

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- 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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- Decision Modeling
- Financial Analysis
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- Problem Tracking
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❖ **Practice Exam Questions & Review along with internal assessment**
❖ **Resume Prep. with a sample mock interview**

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