OLYMPIC
training & consultancy

CERTIFIED BUSINESS ANALYSIS PROFESSIONAL (CBAP®)

Gap the bridge between Business and IT

The International Institute of Business Analysis (IIBA) is a globally recognized non-profit professional association whose purpose is to support and advance the field of business analysis. As part of that, it helps analysts develop skills by providing access to relevant content. Among other things, it created the BABOK: A Guide to the Business Analysis Body of Knowledge, a kind of knowledge base of the BA profession, describing current generally accepted practices. IIBA additionally offers formal certification for business analysis professionals. The Certified Business Analysis Professional™ (CBAP®) designation is a professional certification for individuals with extensive business analysis (BA) experience. CBAP® recipients are the leading, senior members of the BA community.

During this training, which is led by IIBA certified business analysts who are still active in the field, you will be taken into the world of business analysis as described in the BABOK version 3. We do not stop at going through the BABOK, we want to get you ready for the CBAP exam using an interactive training method that connects theory and practice. In addition, you have the opportunity to become part of our community of students where you can maintain contact with other participants after the course to exchange knowledge and experience.

The CBAP-program includes a training and the logging of experience of candidates. The training itself will take 5 days and can be consecutive or may be given once a week. Seven days after the last training day candidate will be informed about next steps for certification (takes 1 hour). We will complete the experience logging, pay the Application and Exam Fees.

Objectives
After this training, the participant is able to better place all aspects that they will have to deal with as a business analyst in practice. Moreover, the participant is prepared for the CBAP exam. The course participant:
- knows the tasks and responsibilities of the business analyst;
- knows the most important terminology of the BABOK;
- knows all 6 Knowledge Areas, 30 tasks and 50 techniques of the BABOK;
- knows the BA Competencies that appear in the BABOK;
- can apply the knowledge in case study questions;
- can apply the knowledge in his/her own practice.

Target audience
The CBAP certification course is only for professionals who have **extensive business analysis (BA) experience**. To be able to do the exam they will have to prove that they:
- Have completed a minimum of 7,500 hours of Business Analysis Work experience in the last 10 years;
- Within this experience, a minimum of 900 hours completed in 4 of the 6 BABOK® Guide Knowledge Areas, for a total of at least 3,600 of the required 7,500 total;
- Complete a minimum of 35 hours of Professional development in the last 4 years;
- Provide two references;
- Agree to Code of Conduct;
- Agree to Terms and Conditions.

Work format
Knowledge transfer takes place through Powerpoint presentations, individual and group a assignments and discussions. In addition, there is extensive practice with exam papers.

Group size
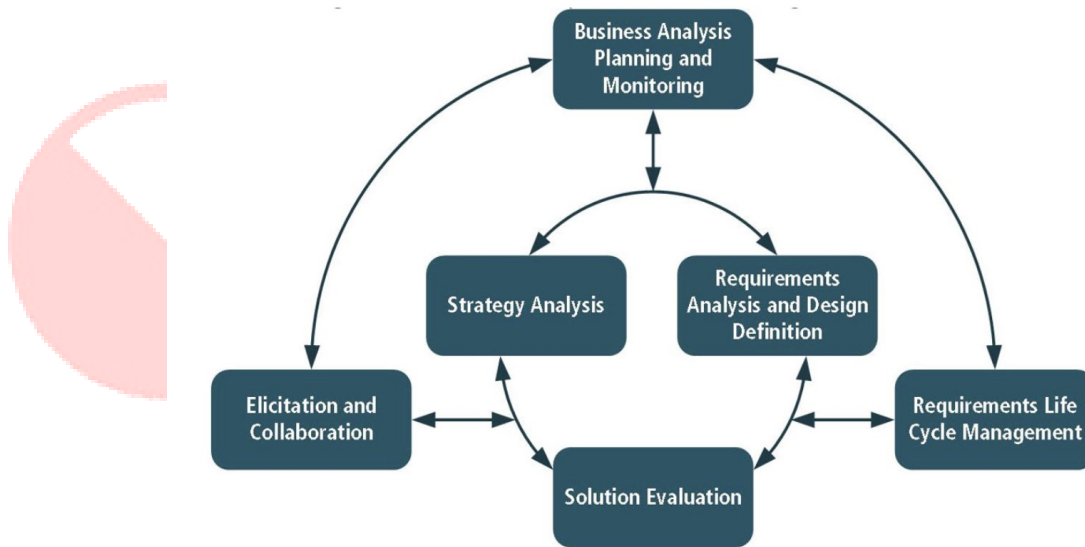The number of students varies from a minimum of 4 to a maximum of 12.

Registration
You can't just take the CBAP exam. For that you need to take a number of steps. Olympic helps you with this. The steps are:

1. Registration as IIBA member.
2. Sign the Code of Conduct
3. Logging your training hours. To be allowed to take the exam you need to have made 35 Professional Development Units (PDUs) or 35 study hours in the last 4 years. Because Olympic is an accredited organization for IIBA (it is a so-called Endorsed Education Provider) the training hours may be recorded as study hours.
4. Logging your experience. As stated earlier you need to have a minimum practice experience of 7,500 hours of Business Analysis Work experience in the last 10 years AND within this experience, a minimum of 900 hours completed in 4 of the 6 BABOK® Guide Knowledge Areas, for a total of at least 3,600 of the required 7,500 total.
5. Registration for the CBAP exam.

Content
The common thread of this training is the Business Analysis Body of Knowledge (BABOK). This framework describes all Knowledge Areas, competencies and techniques that are important for business analysts and the organizations they work for.

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The 6 Knowledge Areas of the BABOK

The training covers all six Knowledge Areas of the BABOK (see figure above). The main topics of the training are:

1. Introduction Business analyse plus Key Concepts

You will be introduced to the field and a number of key terms from the BABOK including the Business Analysis Core Concept Model (BACCM), the Requirement Classification Schema, BA Perspectives and Requirements versus Designs.

2. Underlying Competencies

Next on the agenda is the competency list for the business analyst. In addition to Knowledge Areas, which are mainly about knowledge, BABOK also pays ample attention to the 'soft sides' of the profession such as Creative Thinking, Decision making, Learning, Problem Solving, Systems Thinking, Conceptual thinking and Visual thinking. The combination of hard and soft skills makes you a holistic business analyst.

3. Techniques

The BABOK has no less than 50 different techniques! These include elicitation techniques like interviews and brainstorms, modeling techniques like use cases and class diagrams but also stakeholder management techniques like personas and RACI matrices. We have chosen in this training to cover the techniques together with the knowledge areas. For example, the interview technique plays an important role in the knowledge area Elicitation & Collaboration and the use case technique plays an important role in the knowledge area Requirements Analysis & Design Definition.

4. Strategy Analysis (15%)

In this first Knowledge Area, you will learn why a business change initiative is necessary. We start with analyzing the current state and future state including the risks involved. Then we'll concentrate on the Solution Scope and the Change Strategy. In all the tasks we spend also time on the elements and stakeholders involved and the techniques that can be used.

5. Business Analysis Planning & Monitoring (14%)

In this Knowledge Area, you will learn how to plan and manage your efforts as a BA and how to organize and coordinate collaboration with stakeholders. Central to this are the following questions:

- What approach/method for the BA process will I follow to perform business analysis work?
- Who are my key stakeholders?
- What techniques am I going to use? e.g. BPMN, UML
- What am I delivering? e.g., Artifacts

6. Elicitation & Collaboration (12%)

In this part of the training, you will learn how to elicit information from stakeholders and provide feedback on results. Elicitation is the act of requesting or receiving information from stakeholders or other sources. You will learn about elicitation techniques (including interviews, workshops, observation, etc.) and how to achieve a shared understanding of information. In addition, there is a focus on Collaboration: the working together of two or more people towards a common goal.

7. Requirements Analysis & Design Definition (30%)

This knowledge area is about structuring and ordering requirements discovered during elicitation activities. You will learn to specify and model requirements and designs plus all the techniques you can use to do this such as user stories, use cases, class diagram, etc. You will also learn how to validate and verify the captured information, identify solution alternatives

that meet business and stakeholder needs, and perform a cost/benefit assessment for each solution alternative.

8. Requirements Life Cycle Management (15%)

The Requirements Life Cycle Management knowledge area ensures that requirements are managed and maintained throughout their life cycle (from creation to end). You learn to prioritize requirements and the importance of requirements traceability. This knowledge area also includes gaining agreement and approval of the established requirements and designs so that the construction of the solution can continue.

9. Solution Evaluation (14%)

The last Knowledge Area of the training is Solution Evaluation. We express that this isn't always the last thing to do in practice as changes may originate by the evaluation of a current solution. We start with measuring and analyzing the performance measures of the current solution. Then we assess both the limitations of solution and enterprise to come up with an advice for improvement of the solution.

Setup and Duration
The training consists of 5 days and takes place on 1 day a week. The training therefore has a lead time of 4 weeks. All days start at 9.00 AM and end at 4.30 PM CET.

Exam
This course prepares participants for the 3.5-hour, English-language exam. This exam consists of 120 multiple choice questions. Formulated from the BABOK® Guide, exam questions are both scenario and case study-based. If you pass the test, you will receive the CBAP® title.

Costs
Training
Your investment in this training is € 2,995.00. The price mentioned is excluding VAT, registration and exam fees. This includes:

Study Material
- Course folder with 180 practice questions

Membership, Application and Exam Fees
Together the membership fee, application fee and exam fees will cost around €320[1] for each individual.

Package
In case of a class room training, costs for use of accommodation, collective refreshments and lunch are € 69.00 (excl. VAT) per training day.

Invoice
Upon receipt of your registration form, you will receive the invoice. This contains the total amount of training, materials, your package and VAT. The invoice must be paid before the first day of training.

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[1] This price may vary with time.