

ENTRY CERTIFICATE IN
BUSINESS ANALYSIS (ECBA)



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 ECBA certification is a first proof towards further professionalization of your role as a business analyst.

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 ECBA 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.

Objectives

After this training, the participant is able to better place all aspects that you will have to deal with as a business analyst in practice. Moreover, the participant is prepared for the ECBA exam. The course participant:

- knows the tasks and responsibilities of the business analyst;
- knows the most important terminology of the BABOK;
- knows 4 of the 6 Knowledge Areas, 21 tasks and over 40 techniques of the BABOK;
- knows the BA Competencies that appear in the BABOK
- can plan his/her work and monitor its quality;
- can carry out a stakeholder analysis;
- can identify perspectives of various stakeholders, analyze them and come to an unambiguous perspective that is supported by all stakeholders;
- can elicit requirements and document them using text and models;
- can make the right choice out of a toolset of different research and modeling techniques;
- can manage requirements and understand their importance.

Target audience

The ECBA certification course is ideal for professionals who want to enter the business analysis profession or are at the beginning of their BA career.

Work format

Knowledge transfer takes place through Powerpoint presentations, individual and group 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.

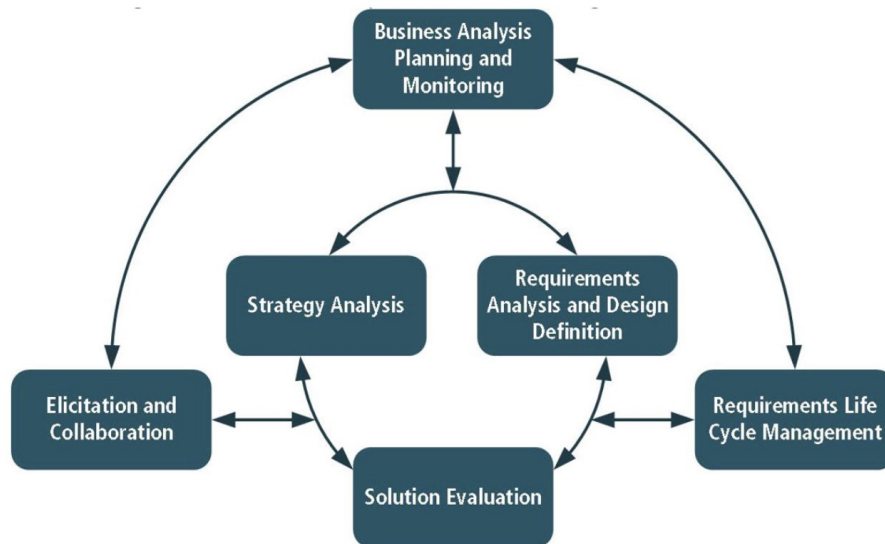
Registration

You can't just take an ECBA 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 21 Professional Development Units (PDUs) or 21 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. Registration for the ECBA 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 four of the six Knowledge Areas of the BABOK (see figure above). Because Strategy Analysis and Solution Evaluation are not part of the ECBA exam, these Knowledge Areas are not covered. The main topics of the training are:

1. Introduction Business analyse plus Key Concepts (7.5%)

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, and Requirements versus Designs.

2. Underlying Competencies (5%)

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. Business Analysis Planning & Monitoring (5% + 3% techniques)

In this first 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

5. Elicitation & Collaboration (20% + 4% techniques)

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.

6. Requirements Analysis & Design Definition (25% + 7.5% techniques)

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.

7. Requirements Life Cycle Management (20% + 3% techniques)

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.

Setup and Duration

The training consists of 3 days and takes place on 1 day a week. The training therefore has a lead time of 2 weeks. All days start at 9.00 AM and end at 4.30 PM CET.

Exam

This course prepares participants for the 1-hour, English-language exam. This exam consists of 50 multiple-choice questions and is offered by the IIBA. If you pass it, you will receive the ECBA title.

Costs

Training

Your investment in this training is € 1,695.00. The price mentioned is excluding VAT, registration and exam fees.

Study Material

- Course folder with 180 practice questions - €30 excl VAT.

Membership, Application and Exam Fees

Together the membership fee, application fee and exam fees will cost around \$295 for each individual.

Package

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.

