

# CBAP Exam Prep

- **Course Length:** 3 Day

## Course Overview

This three-day intensive and highly interactive course focuses on preparing participants to take the International Institute of Business Analysis™ (IIBA™) Certified Business Analysis Professional (CBAP™) exam. This is not an introduction to project management course. This course will review all of the material covered on the exam and provide a large number of practice exams to prepare participants to succeed.

## Course Outline

<b><u>Course Introduction</u></b>	2m
Course Introduction	
<b><u>Section 00 - CBAP Basics</u></b>	11m
CBAP Basics	
CBAP Certification Requirements	
CBAP Application Tips	
Benefits of CBAP	
The CBAP Exam	
CBAP Exam Makeup	
Types of Questions - Definitional Questions	
Types of Questions - Sequence Questions	
Types of Questions - Scenario Questions	
Types of Questions - List of Lists Questions	
IIBAisms	
BABOK Knowledge Areas	
<b><u>Section 01 - Foundations</u></b>	8m
Foundations	
Definitions – CBAP/IIBA	
Definitions – IIBA/BABOK	
Definitions – Business Analyst	
Definitions – Business Analysis	
Definitions – Requirement	
Definitions – A Project/BABOK Project Phases	
Requirements Pyramid	
<b><u>Section 02 - Enterprise Analysis</u></b>	31m
Enterprise Analysis	
EA – The Basics	
EA – The Tasks	
EA – A High Level View	
Creating and Maintaining the Business Architecture 2.2	

Zachman Framework  
POLDAT Framework  
Conduct Feasibility Studies 2.3  
6 Steps for Conducting Study  
6 Steps for Conducting Study 2  
Determine Project Scope 2.4  
Steps for Determining Project Scope  
Preparing the Business Case 2.5  
Steps for Preparing the Business Case  
Financial Valuation  
Financial Valuation 2  
Financial Valuation 3  
Financial Valuation 4  
Conducting the Initial Risk Assessment 2.6  
Steps in the Risk Assessment  
Steps in the Risk Assessment 2  
Sample Impact Matrix  
Prepare the Decision Package 2.7  
Enterprise Analysis Summary

### **Section 03 - Requirements Planning and Management**

27m

Requirements Planning and Management  
Reqs. Planning and Mgmt. – The Basics  
Reqs. Planning and Mgmt. – Task Groups  
Identify and Document Project Team Roles and Responsibilities 3.2.1 and .2  
Definitions  
Role Highlights  
RACI Chart / Matrix  
Define Requirements Risk Approach 3.4  
IPOD  
Risk Types  
Risk Identification Matrix  
Risk Mitigation Strategies  
Define Requirements Risk Approach 3.4 , Cont.  
Planning Considerations 3.5  
Consider the SDLC 3.5.2  
Consider the PLC 3.5.3  
Select Requirements Activities 3.6  
Estimate Requirements Activities 3.7  
Project Management's Triple Constraints  
The Critical Formula  
Manage Requirements 3.8  
Manage Requirements Scope 3.8  
Traceability Matrix  
Measure and Report on Activities 3.9  
Manage Requirements Change 3.10 - PUDA  
Manage Requirements Change 3.10

### **Section 04 - Requirements Elicitation**

25m

- Requirements Elicitation
  - Overview
  - Facilitator's Responsibilities
  - Elicitation Techniques
    - Brainstorming 4.3
    - Document Analysis 4.4
    - Focus Group 4.5
    - Interface Analysis 4.6
    - Interviews 4.7
    - Observation 4.8
    - Prototyping 4.9
    - Requirements Workshop 4.10
    - Reverse Engineering 4.11
    - Survey/Questionnaire 4.12
  - Tasks, Inputs & Outputs

## **Section 05 - Requirements Analysis and Documentation**

55m

- Requirements Analysis and Documentation
  - Overview
    - Overview 2
    - Overview 3
  - Development Methodologies
    - Structured Requirements Pkg. 5.2 - The Tasks
      - Define the Solution Boundary
      - Structure the Solution Definition
    - Create Business Domain Model 5.3 - Definition
  - Requirement Types
    - Analyze User Requirements 5.4
    - Analyze Functional Rqmts. 5.5
      - Analyze Functional Rqmts. 5.5 - Types
      - Analyze Quality of Service Rqmts 5.6 - Types
    - Structuring Requirements 5.2 – 5.3
    - Analyzing Requirements 5.4 – 5.6
    - Determine Assumptions and Constraints 5.7
    - Determine Requirements Attributes 5.8
    - Determine Requirements Attributes 5.8 - Types
  - Validated Requirements 5.9
    - Common Document Formats
    - Validated Requirements 5.10
    - Verify Requirements 5.11
  - Characteristics of Good Reqs
  - Documenting Reqs. 5.7 – 5.11
  - Analysis and Documentation Techniques - Types
  - Data and Behavior Models
    - Business Rules 5.12.1
    - Business Rules
    - Class Models 5.12.2
  - UML Notation
    - Class Models

CRUD Matrix 5.12.3  
Data Dictionary 5.12.4  
Data Transformation and Mapping 5.12.5  
Entity Relationship Diagrams 5.12.6  
ERD Components  
Metadata Definition 5.12.7  
Process / Flow Models  
Activity Diagrams 5.13.1  
Data Flow Diagrams 5.13.2  
Event Identification 5.13.3  
Flowchart 5.13.4  
Sequence Diagrams 5.13.5  
State Machine Diagrams 5.13.6  
Workflow Models 5.13.7  
Usage Models  
Prototyping 5.14.1  
Storyboards / Screen Flows 5.14.2  
Use Case Description 5.14.3  
Use Case Diagram 5.14.4  
Use Case 5.14.3 /4  
User Interface Designs 5.14.5  
User Profiles 5.14.6  
User Stories 5.14.7

**Section 06 - Requirements Communication**

8m

Requirements Communication  
Overview  
Tasks  
Communication Planning and More 6.2-.4  
Create a Requirements Pkg. 6.5  
Conduct a Requirements Presentation 6.6  
Conduct a Formal Requirements Review 6.7  
Obtain Requirements Signoff 6.8  
Packaging and Presenting Reqs. 6.5 – 6.8

**Section 07 - Solution Assessment and Validation**

5m

Solution Assessment and Validation  
Overview  
Tasks  
Solution Assessment and Validation 7.2 -.5

**Section 08 - Underlying Fundamentals**

11m

Underlying Fundamentals  
BA Core Skills  
The Communication Model  
Didactic Communication  
Exercise Answer  
Systems Thinking  
Common Theories

Underlying Fundamentals Categorized  
Course Closure

**Section 09 - Final Exam**

**Total Duration: 3 hrs 3 min**