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بروجاكس للتدريب والتطوير  
Projacs Training and Development

# Certified Business Analysis Professional™ (CBAP) Preparation – Certified Program

محلل أعمال محترف ومعتمد - برنامج تحضير  
- معتمد عالمياً

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A Member of:



PROJACS ACADEMY



ProjacsAcademy.com



## Introduction

International Institute of Business Analysis (IIBA) is the independent non-profit professional association for the growing field of business analysis. The goal of IIBA is to create greater awareness of the Business Analysis (BA) profession by defining *what is business analysis* and working towards recognition of the value of the business analyst role in the organization. BA can help the organization to gain a competitive advantage in the marketplace and enable the organization to succeed.

## Objectives

Requirement development and management is the essence of business analysis and it is crucial to successful project delivery and organizational change. Business analysis is a vital function and it requires the business analyst to be able to verifiable and traceable requirements and manage them through the entire requirements process and the entire project lifecycle.

This course is aiming to prepare the individuals to pass the CBAP exam, the course gives the attendees the required and needed knowledge to work as a professional business analyst and to be able to elicit the correct and complete requirement in order to achieve a successful projects.

## Course Outline

### **Day 1:**

#### **Pre-course exam**

#### **Foundation concepts**

#### **Business Analysis Planning and Monitoring Part 1**

In this day: the attendees will have a pre-course exam contains 20 questions in 15 min, to check their current knowledge and information about the business analysis field. In the second part of the day, we will illustrate the main and basic concepts of the business analysis field such as:

- What is business analysis
- The key concepts and definitions: domain, solution requirements...etc
- What is BABOK?
- Overview of the knowledge areas
- What is the meaning of techniques
- What is the meaning of underlying competencies
- The CBAP certificate and its requirements.

In the third and last part, we will illustrate the first 3 tasks of the business analysis planning and monitoring knowledge area, and explain format of each task which include:

- Purpose
- Description
- Inputs
- Elements
- Techniques: As per chapter 9 (Techniques) in BABOK
- Stakeholders
- Outputs

#### **This session covers the following parts of BABOK:**

- Chapter 1: Introduction
- Chapter 2: Business Analysis Planning and Monitoring (the first 3 processes)

### **Day 2:**

#### **Business Analysis Planning and Monitoring Part 2**

#### **Enterprise Analysis**

In the first part of this day, we will illustrate the second 3 tasks of the business analysis planning and monitoring knowledge area, and explain format of each task which include:

- Purpose
- Description
- Inputs
- Elements
- Techniques: As per chapter 9 (Techniques) in BABOK
- Stakeholders

- Outputs

In the second part we will illustrate the five processes of Enterprise Analysis, and describe the importance of this knowledge area, when it should be performed during the business analysis work and the relation between this knowledge area and the other knowledge areas in the BABOK.

We will explain format of each task of the five tasks which include:

- Purpose
- Description
- Inputs
- Elements
- Techniques: As per chapter 9 (Techniques) in BABOK
- Stakeholders
- Outputs

**This session covers the following parts of BABOK:**

- Chapter 2: Business Analysis Planning and Monitoring (the last 3 processes)
- Chapter 5: Enterprise Analysis (the 5 processes)

### **Day 3:**

#### **Elicitation**

##### **Requirement management and Communication**

In the first part of this day, we will illustrate the 4 tasks of Elicitation knowledge area, what is the meaning of eliciting the requirements, which types of requirements will be elicited and describe the importance of this knowledge area, when it should be performed during the business analysis work and the relation between this knowledge area and the other knowledge areas in the BABOK. We will explain the format of each task which includes:

- Purpose
- Description
- Inputs
- Elements
- Techniques: As per chapter 9 (Techniques) in BABOK
- Stakeholders
- Outputs

In the second part we will illustrate the five processes of Requirement management and Communication and describe the importance of this knowledge area, when it should be performed during the business analysis work, how the business analyst will communicate with the stakeholder, how to achieve a common understanding between the stakeholders, how to get the stakeholder's approval over the requirements and the relation between this knowledge area and the other knowledge areas in the BABOK.

We will explain format of each task of the five tasks which include:

- Purpose
- Description

- Inputs
- Elements
- Techniques: As per chapter 9 (Techniques) in BABOK
- Stakeholders
- Outputs

**This session covers the following parts of BABOK:**

- Chapter 3: Elicitation
- Chapter 4: Requirement management and Communication

**Day 4:**

**Requirement Analysis**

**Solution Assessment and validation part 1**

In the first part of this day, we will illustrate the 6 tasks of Requirement Analysis knowledge area, what is the meaning of Requirement Analysis, how to define the required capabilities and describe the importance of this knowledge area, when it should be performed during the business analysis work and the relation between this knowledge area and the other knowledge areas in the BABOK. We will explain the format of each task which includes:

- Purpose
- Description
- Inputs
- Elements
- Techniques: As per chapter 9 (Techniques) in BABOK
- Stakeholders
- Outputs

In the second part we will illustrate the first 3 processes of Solution Assessment and Validation and describe the importance of this knowledge area, when it should be performed during the business analysis work, how the business analyst will communicate with the stakeholder, how to assess and validate the proposed solutions, how to ensure that the organization achieved the needed benefits and the relation between this knowledge area and the other knowledge areas in the BABOK.

We will explain format of the first 3 tasks which include:

- Purpose
- Description
- Inputs
- Elements
- Techniques: As per chapter 9 (Techniques) in BABOK
- Stakeholders
- Outputs

**This session covers the following parts of BABOK:**

- Chapter 6: Requirement Analysis
- Chapter 7: Solution Assessment & Validation

**Day 5:**

**Solution Assessment and validation part 2**

**Underlying Concepts**

**Final Exam**

In the first part we will illustrate the last 3 processes of Solution Assessment and Validation as a completion for the work started in the previous day.

We will explain format of the last 3 tasks which include:

- Purpose
- Description
- Inputs
- Elements
- Techniques: As per chapter 9 (Techniques) in BABOK
- Stakeholders
- Outputs

In the second part of the day we will illustrate and describe the Underlying competencies which are the behaviors, characteristics, knowledge, and personal qualities that make an effective business analyst.

We will illustrate the following competencies:

- Analytical thinking and problem solving skills
- Behavioral characteristics
- Business knowledge
- Software knowledge
- Interaction skills
- Communication skills

**This session covers the following parts of BABOK:**

- Chapter 7: Solution Assessment & Validation
- Chapter 8: Underlying Competencies

Session Days	Covered KA as per BABOK
Day 1	<ul style="list-style-type: none"> <li>✓ Chapter 1: Introduction</li> <li>✓ Chapter 2: Business Analysis Planning and Monitoring</li> </ul>
Day 2	<ul style="list-style-type: none"> <li>✓ Chapter 2: Business Analysis Planning and Monitoring</li> <li>✓ Chapter 5: Enterprise Analysis</li> </ul>
Day 3	<ul style="list-style-type: none"> <li>✓ Chapter 3: Elicitation</li> <li>✓ Chapter 4: Requirement management &amp; Communication</li> </ul>
Day 4	<ul style="list-style-type: none"> <li>✓ Chapter 6: Requirement Analysis</li> <li>✓ Chapter 7: Solution Assessment &amp; Validation</li> </ul>
Day 5	<ul style="list-style-type: none"> <li>✓ Chapter 7: Solution Assessment &amp; Validation</li> <li>✓ Chapter 8: Underlying Competencies</li> </ul>

## Training Method

- Pre-assessment
- Live group instruction
- Use of real-world examples, case studies and exercises
- Interactive participation and discussion
- Power point presentation, LCD and flip chart
- Group activities and tests
- Each participant receives a binder containing a copy of the presentation
- slides and handouts
- Post-assessment

## Program Support

This program is supported by interactive discussions, role-play, and case studies and highlight the techniques available to the participants.

## Schedule

**The course agenda will be as follows:**

- |                     |                  |
|---------------------|------------------|
| • Technical Session | 08.30-10.00 am   |
| • Coffee Break      | 10.00-10.15 am   |
| • Technical Session | 10.15-12.15 noon |
| • Coffee Break      | 12.15-12.45 pm   |
| • Technical Session | 12.45-02.30 pm   |
| • Course Ends       | 02.30 pm         |

## Course Fees\*

- **2,950USD**  
*\*VAT is Excluded If Applicable*

## مقدمة

المعهد الدولي لتحليل الأعمال (IIBA) هو جمعية مهنية مستقلة غير ربحية تهدف الى تنميه مجال تحليل الأعمال. هدف IIBA هو خلق مزيد من الوعي بمهنة تحليل الأعمال (BA) من خلال تحديد ما هو تحليل الأعمال والعمل على الاعتراف باهمية دور محلل الأعمال في المؤسسة. وBA الذي يمكن أن يساعد المنظمة لاكتساب ميزة تنافسية في السوق وتمكين المنظمة لتحقيق النجاح.

## أهداف البرنامج

ان التطوير والإدارة هما جوهر تحليل الأعمال، وأنه أمر حاسم لتنفيذ المشاريع الناجحة والتغيير التنظيمي. تحليل العمل هو وظيفة حيوية، وأنه يتطلب محلل الأعمال ان يكون قادر على التحقق منها ومن متطلبات إدارتها من خلال عده عمليات تؤثر على دورة حياة المشروع بأكمله. هذه الدورة تهدف إلى إعداد الأفراد لاجتياز الامتحان CBAP، ويعطي بالطبع الحضور المعرفة المطلوبة واللازمة للعمل كمحلل الأعمال المهنية من أجل تحقيق مشاريع ناجحة.