

Certified Business Analysis Professional (CBAP®)

Course Outline

Chapter 1: Introduction

- Purpose of the BABOK® Guide
- What is Business Analysis?
- Who is a Business Analyst?
- Structure of the BABOK® Guide

Chapter 2: Business Analysis Key Concepts

- The Business Analysis Core Concept Model™
- Key Terms
- Requirements Classification Schema
- Stakeholders
- Requirements and Designs

Chapter 3: Business Analysis Planning and Monitoring

- Plan Business Analysis Approach
- Plan Stakeholder Engagement
- Plan Business Analysis Governance
- Plan Business Analysis Information Management
- Identify Business Analysis Performance Improvements

Chapter 4: Elicitation and Collaboration

- Prepare for Elicitation
- Conduct Elicitation
- Confirm Elicitation Results
- Communicate Business Analysis Information
- Manage Stakeholder Collaboration

Chapter 5: Requirements Life Cycle Management

- Trace Requirements
- Maintain Requirements
- Prioritize Requirements
- Assess Requirements Changes
- Approve Requirements

Chapter 6: Strategy Analysis

- Analyze Current State
- Define Future State
- Assess Risks
- Define Change Strategy

Chapter 7: Requirements Analysis and Design Definition

- Specify and Model Requirements
- Verify Requirements

- Validate Requirements
- Define Requirements Architecture
- Define Design Options
- Analyze Potential Value and Recommend Solution

Chapter 8: Solution Evaluation

- Measure Solution Performance
- Analyze Performance Measures
- Assess Solution Limitations
- Assess Enterprise Limitations
- Recommend Actions to Increase Solution Value

Chapter 9: Underlying Competencies

- Analytical Thinking and Problem Solving
- Behavioural Characteristics
- Business Knowledge
- Communication Skills
- Interaction Skills
- Tools and Technology

Chapter 10: Techniques

- Acceptance and Evaluation Criteria
- Backlog Management
- Balanced Scorecard
- Benchmarking and Market Analysis
- Brainstorming
- Business Capability Analysis
- Business Cases
- Business Model Canvas
- Business Rules Analysis
- Collaborative Games
- Concept Modelling
- Data Dictionary
- Data Flow Diagrams
- Data Mining
- Data Modelling
- Decision Analysis
- Decision Modelling
- Document Analysis
- Estimation
- Financial Analysis
- Focus Groups
- Functional Decomposition
- Glossary
- Interface Analysis
- Interviews
- Item Tracking

- Lessons Learned
- Metrics and Key Performance Indicators (KPIs)
- Mind Mapping
- Non-Functional Requirements Analysis
- Observation
- Organizational Modelling
- Prioritization
- Process Analysis
- Process Modelling
- Prototyping
- Reviews
- Risk Analysis and Management
- Roles and Permissions Matrix
- Root Cause Analysis
- Scope Modelling
- Sequence Diagrams
- Stakeholder List, Map, or Personas
- State Modelling
- Survey or Questionnaire
- SWOT Analysis
- Use Cases and Scenarios
- User Stories
- Vendor Assessment
- Workshops

Chapter 11: Perspectives

- The Agile Perspective
- The Business Intelligence Perspective
- The Information Technology Perspective
- The Business Architecture Perspective
- The Business Process Management Perspective