



CBAP – Business Analysis Professional Certification

Business Analysis

- **Nível:** Avançado
 - **Duração:** 40h
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Sobre o curso

Este curso de 40 horas fornece-lhe as competências e conhecimentos para o preparar para o exame de certificação **CBAP**. *

A designação **Certified Business Analysis Professional (CBAP®)** é uma certificação profissional para os profissionais com uma vasta experiência de análise de negócios. Os profissionais certificados com CBAP® são especialistas em identificar as necessidades de negócio de uma organização, a fim de determinar as melhores soluções. Mais e mais empresas estão a reconhecer a designação CBAP® assim como o valor e a experiência que estes profissionais trazem para as organizações.

Objectives:

- Identify and navigate the key concepts of A Guide to the Business Analysis Body of Knowledge (BABOK Guide)
 - Optimize the application processes by aligning your BA experience to the BABOK Guide
 - Solidify your knowledge through practice questions and drills
 - Taking daily practice exams and cross-referencing answers
 - Building study references to assist in learning key concepts
 - Completing summaries for major elements of the six BABOK Guide knowledge areas
 - Reviewing relevant BA and project management principles
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Pré-requisitos

- A student should have familiarity with business analysis topics in English
- Pre-requirements include work background, experience with the BABOK® Guide knowledge areas – V2.0, education, professional development, and professional references. Refer to the Certification Handbook for the CBAP® or the CCBA® exam for further details at <http://www.iiba.org>

To earn the CBAP® certification, applicants must meet the following criteria:

- Minimum 7500 hours of BA work experience aligned with *A Guide to the Business Analysis Body of Knowledge® (BABOK® Guide)* in the last 10 years
- Minimum 900 hours in four of the six knowledge areas
- Minimum 21 hours of Professional Development in the past four years
- Two references from a career manager, client or Certified Business Analysis Professional (CBAP®) recipient
- Signed Code of Conduct

Applicants are expected to review the [CBAP® Handbook](#) for complete information on application criteria, fees, and details on [how to apply](#).

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- Business Analysis Key Concepts
- Enterprise Analysis
- Elicitation
- Requirements Analysis
- Requirements Management and Communication
- Solution assessment and Validation
- Business Analysis Planning and Monitoring

About IIBA® and Certifications

- Types of Business Analysis Certification
- About the Exams
- Overview of the BABOK Guide

Business Analysis Key Concepts

- Key Terms
- Business Analysis Stakeholders
- Plan-Driven and Change-Driven Approaches
- Requirements
- Tasks/Techniques Reference Sheet
- Business Analysis Terms Reference Sheet

Enterprise Analysis

- Define Business Need
 - Benchmarking

- Functional Decomposition
- Root Cause Analysis
- Assess Capability gaps
 - Gap Analysis
 - SWOT Analysis
- Determine Solution Approach
- Define Solution Scope
 - Scope Modeling
- Define Business Case
 - Decision Analysis
 - Metrics and key performance Indicators
 - Risk Analysis
- Practice Exam / Simulator Fast Track

Elicitation

- Prepare for Elicitation
- Conduct Elicitation Activity
 - Note Taking
 - Active Listening
- Document Elicitation Results
- Confirm Elicitation Results
- Techniques of Elicitation
 - Brainstorming
 - Document Analysis
 - Focus Groups
 - Interface Analysis
 - Interviews
 - Observation
 - Prototyping
 - Requirements Workshops
 - Survey/Questionnaire
- Practice Exam / Simulator

Requirements Analysis

- Prioritize Requirements
 - Timeboxing
- Organize Requirements
 - Organizing Around Modeling Concepts
 - Organizing by Requirements Type

- Organizing with Templates
- Specify and Model Requirements
 - Business Rules Analysis
 - Data Dictionary and Glossary
 - Data Flow Diagrams
 - Data Modeling
 - Non-functional Requirements Analysis
 - Process Modeling
 - Scenarios and Use Cases
 - Sequence Diagrams
 - State Diagrams
 - User Stories
- Define Assumptions and Constraints
- Verify Requirements
 - Structured Walkthrough
- Validate Requirements
- Practice Exam / Simulator

Requirements Management and Communication

- Manage Solution Scope and Requirements
 - The Director of Requirements
 - Problem Tracking
- Manage Requirements Traceability
- Maintain Requirements for Re-use
 - Requirements Repository
- Prepare Requirements Package
 - Vendor Selection
- Communicate Requirements
- Practice Exam / Simulator

Solution assessment and Validation

- Assess Proposed Solution
 - Acceptance and Evaluation Criteria Definition
- Allocate Requirements
- Assess organizational Readiness
 - Organization Modeling
- Define Transition Requirements
- Validate Solution
 - Problem Tracking

- Evaluate Solution Performance
- Practice Exam / Simulator

Business Analysis Planning and Monitoring

- Plan Business Analysis Approach
 - Plan-driven and Change-Driven Approaches
 - How Will Your Team Prioritize Requirements?
 - How Will You Manage Requirements Changes?
- Conduct Stakeholder Analysis
 - Sample Stakeholder List
- Plan Business Analysis Activities
 - Sample Business Analysis Plan
 - Estimation
- Plan Business Analysis Communication
 - Sample Business Analysis Communication Plan
- Plan Requirements Management Process
- Manage Business Analysis performance
 - Lessons Learned Process
- Practice Exam / Simulator