



THE  
LEARNING  
DEVELOPMENT  
GROUP

## Introduction

This intensive short course prepares you for the Certified Business Analysis Professional (CBAP®) exam, administered by the International Institute of Business Analysis (IIBA®).

Delegates will be guided by certified facilitators through the BABOK® Guide. You will revise theory and be given test-taking tips and strategies to increase your preparedness for the rigorous exam. A case study is included to simulate exam questions.

This course is current with the framework of knowledge outlined by the Business Analysis Body of Knowledge (BABOK® Guide).

## Target Audience

The workshop-style exam preparation short course is aimed at experienced Business Analysts, Systems Analysts and IT Professionals who have the minimum of 7 500 hours experience (within the IIBA® specified minimum hours per knowledge area).

It is suitable for any individual preparing to sit and pass the CBAP® Certification exam and become a Certified Business Analysis Professional (CBAP). It does not include sitting the exam.

## Entry Requirements

- Delegates need 7 500 hours of Business Analysis experience as well as specific minimum hours per Knowledge Area, to fulfil the IIBA® requirements to write the exam.
- Organise and submit your own independent application for the CBAP® exam and pay the fee directly to the IIBA® for a single sitting of the exam.
- We recommend taking the exam within three months of the training to gain maximum preparation value.

## Workplace Requirements

- Access to a PC and software for course exercises and practise exam questions.
- Access to the internet.
- Access to the latest BABOK® Guide

## Business Analysis

# CBAP® Certification Preparation

### CBAP - FTI Certification

SAQA ID: NA

NQF Level: NA

Credits: NA

## Course Delivery & Assessment

We use in-classroom, virtual classroom and blended interactive facilitated learning delivery methods to embed knowledge and practical skills.

You will need to:

- Attend all scheduled sessions.
- Participate in and contribute to group discussions and exercises.
- Complete (and pass) an assessment using case-study based questions.
- Prepare for and take the exam independently, as recommended, as soon after completing the course as possible.

## Learning Outcomes

On completion you will be able to:

- Identify the critical principles, activities, tasks, and techniques described in the BABOK® Guide.
- Cite the core knowledge areas and their activities, tasks, deliverables and relationships.
- Use methods to recall and retain information more successfully.
- Develop a personal exam preparation strategy that includes test-taking tactics.



## Course Content

### CBAP® Certification Preparation Accreditation Body: NA

SAQA ID: NA | Learning Programme ID: CBAP  
NQF Level: NA | Credits : NA  
BABOK® aligned | PD Hours: 35

#### CBAP Exam Information

- Overview of certification process and eligibility requirements
- Application tips
- Overview of exam and study guide
- Exam preparation and studying tips

#### Introduction & Key Concepts

- Overview and structure of BABOK®
- Key Knowledge Areas, BABOK® terminology
- Stakeholders
- Business Analysis Core Model
- Classification of Requirements

#### Business Analysis Planning & Monitoring, Elicitation & Collaboration, Requirements Life Cycle Management, Strategy Analysis, Requirements Analysis & Design Definition, Solution Evaluation & Underlying Competencies

- Overview
- Knowledge area goal and highlight key information
- Core Concept Model applied to the knowledge area
- Key Tasks
- Stakeholders
- Techniques
- Guidelines and Tools
- Practice questions and review

#### Techniques

- Overview
- Usage, Purpose and Key Elements
- Technique examples



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