CBAP® CERTIFICATION TRAINING

Accelerate your career in business analysis (BA) with The Certified Business Analysis Professional™ (CBAP®) professional certification IIBA®, Business Analysis Body of Knowledge®, and BABOK® are registered trademarks owned by the International Institute of Business Analysis™ (IIBA®).

Benefits of CBAP® Certification

➢ Globally recognized business analysis certification

➢ Showcases your professional competence and expertise in multiple business domains

➢ Improves your earning potential

➢ Demonstrates your knowledge, professional competency, and experience as a highly effective business analysis professional.

➢ Allows you to stand out to employers and peers by showcasing your dedication to your career and the profession of business analysis.

➢ CBAP certified professionals earn up to 13% more than their peers

➢ Enables you to get recognized as a senior BA professional with practical business analysis work experience

➢ Enhances your chances of promotion at work

➢ Increases your marketability and employability

➢ Demonstrates your ability to tackle complex projects

➢ Improves business processes and identifies opportunities to achieve better business results

➢ Propels your career on the path of success and leadership in the field of Business Analysis

Key Features

➢ Exam Simulators

➢ Hand book course Material

➢ 24x7 assistance and support

➢ Peoplecert approved course content

➢ Aligned to BABOK® Guide Version 3

➢ 25 PMI PDUs offered

➢ 35 IIBA PDs/CDUs

➢ Money Back Guarantee *

Modes of Engagement

Instructor-Led Classroom Training

3-Day CBAP Certification exam prep classroom training workshops conducted worldwide.

Instructor-Led Live Online Training

Provided to your company's employees across global locations through Citrix GoToMeeting or Cisco WebEx.

Self-Paced E-Learning

Anywhere, anytime access to E-Learning through a Learning Management System for employees across the globe.

Enterprise Training

In-House instructor-led 3-day CBAP certification training in your office across global locations.

CBAP® Course Agenda

MODULE 1 - INTRODUCTION TO CBAP®

➢ Who is a Business Analyst?

➢ Areas of Knowledge

➢ Areas of Knowledge – Breakdown

➢ Areas of Knowledge - Relationship

➢ Business Analyst – Competencies

➢ General Analysis Techniques

➢ Key Concepts

MODULE 2 - CBAP® - PLANNING THE ANALYSIS APPROACH

➢ General Business Analysis Scenarios

➢ Document Analysis

➢ Enterprise Analysis

➢ Sponsor and Stakeholder Analysis

➢ Roles and Responsibilities

➢ Pre-Elicitation Planning Considerations

➢ Pre-Elicitation Planning

➢ Developing the Business Needs

➢ Planned Elicitation Outputs Diagram

CBAP® Course Agenda

- Developing a Solution Scope

- Developing a Solution Scope

- Developing a Business Case

- Stakeholders Roles and Responsibilities

- The Impact on Stakeholders - The Onionskin Diagram

MODULE 3 - CBAP® - ELICITATION

- Elicitation Techniques

- Requirements Planning

- Risk Analysis and Management

- Enterprise Analysis/Business Case Elicitation Communications

- Enterprise Analysis Tasks

- Preliminary Solution Scope Transition Requirements Elicitation Results

MODULE 4 - CBAP® - REQUIREMENTS MANAGEMENT AND COMMUNICATION

- Managing the Solution Scope Requirements

- Traceability

- Input to Solution Scope Management

- Managing Requirement Changes

- Prepare Requirements Package

CBAP® Course Agenda

➤ Outside Vendor Requirements

➤ Stakeholder Requirements Package

➤ Communicating Requirements

➤ Communications Plan

➤ Approved Requirements Traceability

➤ Structured Walkthrough Manage Team

➤ Control Resources

MODULE 5 - CBAP® - ENTERPRISE ANALYSIS Business Needs

➤ Company Capabilities Analysis

➤ Company Capabilities Analysis Diagram

➤ Solution Scope

➤ Risk Analysis

➤ Fishbone Diagram for Risk Analysis

➤ SWOT Analysis

➤ Solution Scope Approach

➤ Solution Scope Approach Diagram

➤ Economic Feasibility Analysis - Future Value Economic

  Feasibility Analysis - Present Value

➤ Return on Investment (ROI)

CBAP® Course Agenda

- Investment Breakeven

- Business Case

- **MODULE 6 - CBAP® - REQUIREMENTS ANALYSIS**

- What is Requirements Analysis

- Introduction to Requirements Analysis Knowledge Tasks

- Prioritize Requirements

- Prioritize Requirements - Business Valuation Techniques

- Prioritize Requirements - Business Risk Analysis Techniques

- Prioritize Requirements - Input-Output

- Organizing Requirements

- Organizing Requirements – Techniques

- Organizing Requirements - Input-Output

- Defining Assumptions and Constraints

- Defining Assumptions and Constraints - Input-Output

- Verify Requirements

- Verify Requirements - Input-Output

- Validate Requirements

- Validate Requirements - Input-Output

CBAP® Course Agenda

MODULE 7 - CBAP® - SOLUTION ASSESSMENT AND VALIDATION

➢ Assess Proposed Solution

➢ Assess Proposed Solution - Input-Output

➢ Allocate Requirements

➢ Assess Organizational Readiness Force Field Analysis

➢ Define Transition Requirements Transition Requirements - Input-Output Diagram

➢ Validate the Solution

➢ Validate Solution - Input-Output Diagram

➢ Evaluate Solution Performance Evaluate Solution Performance - Input-Output Diagram

CBAP® Eligibility Requirements

To earn the CBAP designation, candidates must:

➢ Complete a minimum of 7,500 hours of Business Analysis Work experience in the last 10 years.

➢ Within this experience, a minimum of 900 hours completed in 4 of the 6 BABOK® Guide Knowledge Areas, for a total of at least 3,600 of the required 7,500 total.

➢ Complete a minimum of 35 hours of Professional Development in the last 4 years.

➢ Provide two references.

➢ Agree to Code of Conduct.

➢ Agree to Terms and Conditions.

➢ Pass the exam.

CBAP® Certification Fees

Application Fee (non-refundable and non-transferable)		Exam Fee		Exam Re-Write Fee US Dollars	
Member	Nonmember	Member	Nonmember	Member	Nonmember
$125 USD	$125 USD	$325 USD	$450 USD	$250 USD	$375 USD

CBAP® Re-certification Fees

Member	Non-member	Duration
$85 USD	$120 USD	3 years (from Certification date)

CBAP® Examination Information

➢ The CBAP exam consists of 120 multiple choice questions and must be completed within 3.5 hours. Formulated from the BABOK® Guide, exam questions are both scenario and case study-based.

➢ This is a computer-based exam taken at a Pro-metric test center. To be admitted to the exam, your IIBA Profile Name must match your government identification.

CBAP® Target Audience

Target Audience
Individuals with significant experience in business analysis
Business Analyst
Business Systems Analyst
IT Systems Analyst
IT Professionals
Business Process Management (BPM) Professionals
Change Management Professionals
Agile Professionals
Data Management Professionals
Project Managers
Software Testers
Quality Assurance (QA) Professionals
Change Managers
Transformation Managers
Product Managers
Individuals with a CCBA™ designation
Non-BA consultants
Trainers

CBAP® Competencies

CBAP® recognizes seasoned BA professionals who have over five years of practical business analysis work experience. The competency elements are grouped into six Knowledge Areas, as defined in the Business Analysis Body of Knowledge® (BABOK® Guide).

Business Analysis Planning and Monitoring: Describes the tasks used to organize and coordinate business analysis efforts.

Business Analysis Planning and Monitoring	
1	Plan Business Analysis Approach
2	Plan Stakeholder Engagement
3	Plan Business Analysis Governance
4	Plan Business Analysis Information Management
5	Identify Business Analysis Performance Improvements

Elicitation and Collaboration: Describes the tasks used to prepare for and conduct elicitation activities and confirm the results.

Elicitation and Collaboration	
1	Prepare for Elicitation
2	Conduct Elicitation
3	Confirm Elicitation Results
4	Communicate Business Analysis Information
5	Manage Stakeholder Collaboration

CBAP® Competencies

Requirements Life Cycle Management: Describes the tasks used to manage and maintain requirements and design information from inception to retirement.

Requirements Life Cycle Management	
1	Trace Requirements
2	Maintain Requirements
3	Prioritize Requirements
4	Assess Requirements Changes
5	Approve Requirements

Strategy Analysis: Describes the tasks used to identify the business need, address that need, and align the change strategy within the enterprise.

Strategy Analysis	
1	Analyze Current State
2	Define Future State
3	Assess Risks
4	Define Change Strategy

CBAP® Competencies

Requirements Analysis and Design Definition: Describes the tasks used to organize requirements, specify and model requirements and designs, validate and verify information, identify solution options, and estimate the potential value that could be realized.

Requirements Analysis and Design Definition	
1	Specify and Model Requirements
2	Verify Requirements
3	Validate Requirements
4	Define Requirements Architecture
5	Define Design Options
6	Analyze Potential Value and Recommend Solution

Solution Evaluation: Describes the tasks used to assess the performance of and value delivered by a solution and to recommend improvements on increasing values.

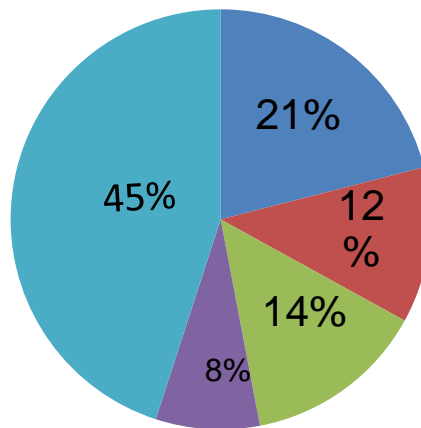| Solution Evaluation	
1	Measure Solution Performance
2	Analyze Performance Measures
3	Assess Solution Limitations
4	Assess Enterprise Limitations
5	Recommend Actions to Increase Solution Value

Scope of CBAP® Certification

Source: IIBA®, Business Analysis 2018 annual business analysis salary survey summary report

CBAP®
Certified Professionnal in Business Analysis

CBAP Holders Earn **13%** MORE Than Their Peers

BENEFITS OF CERTIFICATION

21%
12%
14%
8%
45%

- INCREASED FULFILLMENT AT WORK
- SALARY INCREASE
- PROMOTION
- GREATER CONFIDENCE AT WORK
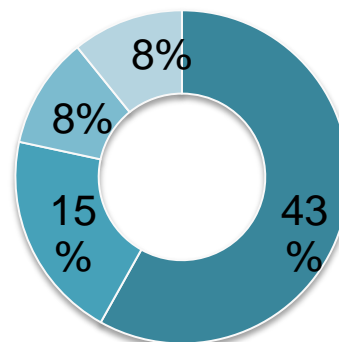- ALL OF THE ABOVE

CBAP GLOBAL AVERAGE SALARY

52%   48%

$76,469 $74,345

WOMEN ARE EARNING **3%** HIGHER SALARY THAN MEN

TOP 4 JOB TITLES REPORTED

8%
8%
15%
43%

- BUSINESS ANALYST
- OTHER/HYBRID
- BUSINESS SYSTEMS ANALYST
- IT BUSINESS ANALYST

43% OF RESPONDENTS IDENTIFY AS BUSINESS ANALYSTS

TOP 5 INDUSTRIES WHERE BA PROFESSIONALS WORK

Information Technology	Finance/ Insurance	Government And public Sector	Business/ Professional Consulting	Healthcare And social Services
30%	23%	10%	6%	6%

Scope of CBAP® Certification

TOP 3 AREAS BA PROFESSIONALS PERFORM THEIR WORK

Median Compensation by Area

INFORMATION TECHNOLOGY ($76,306)	56%
BUSINESS PROCESS MANAGEMENT ($77,492)	46%
PROJECT MANAGEMENT ($74,433)	40%

85% OF RESPONDENTS

Perform business analysis In

their current role

53% of BAs

Hold a senior / experienced role in their organization

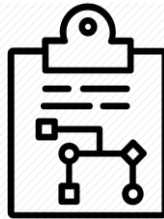# TOP 5 RELATED PRACTICE AREAS BA PROFESSIONALS WORK

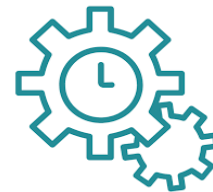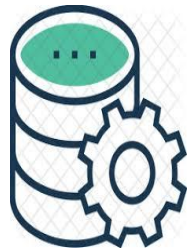| 64%	52%	46%	36%	23%
Information Technology	Business Process Management	Project Management	Change Management	Data Management

About AR Learners

➢ AR Learners is a leading training provider, helping professionals across industries and sectors develop new expertise and bridge their skill gap for recognition and growth in the global corporate world. Developed with the intention of delivering high value training through innovative and practical approaches, AR Learners offers a wide range of services in training, learning and development in the fields of technology and management.

➢ The founders of the company are zealous young entrepreneurs, who were motivated by the need to fill a niche in the IT Training industry for professionals and they are aided in their goal by industry experts who conduct the workshops; igniting minds and motivating professionals to face on-the-job challenges

➢ AR Learners is an professional certification training provider catering its services globally across countries including USA , UK, CANADA, Australia, ,India, Middle East, Netherlands, Germany, France etc.

➢ With over 150 consultants and trainers, we have one of the largest pool of in-house experts in the industry. The training content, course material, and training methodology are developed by in-house subject matter experts and accredited by global certifying authorities to ensure the quality training experience.

![AR Learners logo]

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