CBAP®
CERTIFICATION TRAINING

Accelerate your career in business analysis (BA) with The Certified Business Analysis Professional™ (CBAP®) professional certification

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

- 3-day full-time intensive CBAP® certification training course
- CBAP classroom workshop conducted by an expert instructor
- 2 full-length CBAP practice exams
- 200 CBAP exam practice questions with answers and explanation
- Chapter-wise practice questions
- CBAP® Program Handbook based on IIBA® Business Analysis Body of Knowledge® (BABOK® Guide)
- 35 Contact Hours Certificate
- Interactive CBAP training workshop - Weekend and Weekday
- Complimentary access to CBAP E-learning
- Instructor-led Live Online Training also available on demand

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

1. COURSE OVERVIEW
- BABOK v3 Defines Five Perspectives.
- (BABOK® Guide) v3.
- Course Overview.
- Learning Objective.
- Value of CBAP® to Professionals.
- Value of CBAP® to Organization.
- Exam Pre-requisites.
- CBAP Exam Pattern.
- Areas of Knowledge.
- Areas of Knowledge — Breakdown.
- Business Analyst – Competencies.
- General Analysis Techniques.
- Key Concepts.
- Chapter-end Quiz

2. CBAP® BUSINESS ANALYSIS KEY CONCEPTS
- The Business Analysis Core Concept Model™
- Requirements Classification Schema.
- Document Analysis.
- Stakeholders.
- Requirements and Designs.
- Chapter-end Quiz

3. CBAP® BUSINESS ANALYSIS PLANNING AND MONITORING

- The Core Concept Model in Business Analysis Planning and Monitoring.
- Plan Business Analysis Approach.
- Plan Stakeholder Engagement – Purpose & Description.
- Plan Business Analysis Governance.
- Plan Business Analysis Governance - Guidelines and Tools.
- Plan Business Analysis Information Management
- Identify Business Analysis Performance Improvements

4. CBAP® ELICITATION AND COLLABORATION

- The Core Concept Model in Elicitation and Collaboration. Description.
- Conduct Elicitation – Purpose and Description.
- Confirm Elicitation Results – Purpose and Description.
- Communicate Business Analysis Information.
- Manage Stakeholder Collaboration – Purpose & Description

5. CBAP® REQUIREMENTS LIFE CYCLE MANAGEMENT

- The Core Concept Model in Requirements Life Cycle Management Trace Requirements.
- Maintain Requirements - Purpose & Description.
- Prioritize Requirements.
- Inputs.
- Assess Requirements Changes.
- Approve Requirements.

6. CBAP® STRATEGY ANALYSIS.
- The Core Concept Model in Strategy Analysis.
- Analyze Current State.
- Define Future State.
- Assess Risks.
- Define Change Strategy.

7. CBAP® REQUIREMENTS ANALYSIS AND DESIGN DEFINITION.
- Validate Requirements.
- Define Requirements Architecture.
- Define Design Options.
- Analyze Potential Value and Recommend Solution.

8. CBAP® SOLUTION EVALUATION
- Measure Solution Performance.
- Analyze Performance Measures.
- Assess Solution Limitations.
- Assess Enterprise Limitations.
- Recommend Actions to Increase Solution Value.

9. CBAP® UNDERLYING COMPETENCIES
- Analytical Thinking and Problem Solving.
- Creative Thinking.
- Decision Making.
- Learning.
- Problem Solving.
- Systems Thinking.
- Conceptual Thinking.
- Visual Thinking.

- Behavioural Characteristics.
- Ethics.
- Personal Accountability.
- Trustworthiness.
- Organization and Time Management
- Adaptability.
- Business Knowledge.
- Industry Knowledge.
- Organization Knowledge.
- Solution Knowledge.
- Methodology Knowledge.
- Communication Skills.
- Listening.
- Interaction Skills.
- Tools and Technology.

10. CBAP® TECHNIQUES

- Techniques.

11. CBAP® PERSPECTIVES.

- The Agile Perspective.
- The Business Intelligence Perspective.
- Impact on Knowledge Areas.
- The Information Technology Perspective.

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	Nonmember	Duration
$85 USD	$120 USD	3 years (from Certification date)

Source: International Institute of Business Analysis™ (IIBA®) website www.iiba.org

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 Prometric test center. To be admitted to the exam, your IIBA Profile Name must match your government identification.

CBAP® Exam Format

CBAP Exam Pattern		
Knowledge Area	Percent	No of Questions
Business Analysis Planning & Monitoring	14%	21
Elicitation & Collaboration	12%	18
Requirements Life Cycle Management	15%	22-23
Strategy Analysis	15%	22-23
Requirements Analysis & Design Definition	30%	45
Solution Evaluation	14%	21
TOTAL	100%	120

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.

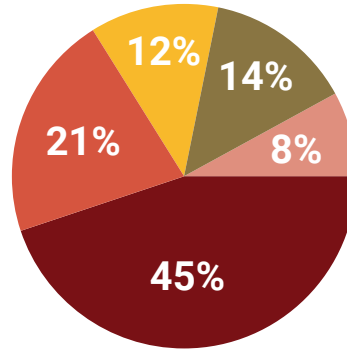| Solution Evaluation	
1	Measure Solution Performance
2	Analyze Performance Measures
3	Assess Solution Limitations
4	Assess Enterprise Limitations
5	Recommend Actions to Increase Solution Value

Scope of CBAP® Certification

Source: IIBA®, Business Analysis 2018 annual business analysis salary survey summary report
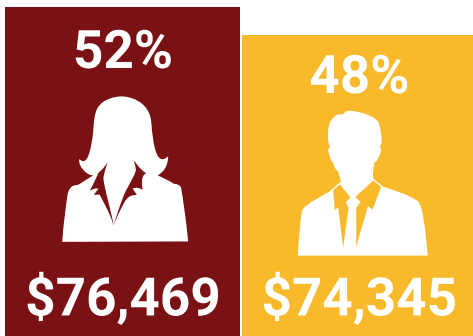
CBAP® Certified Business Analysis Professional™

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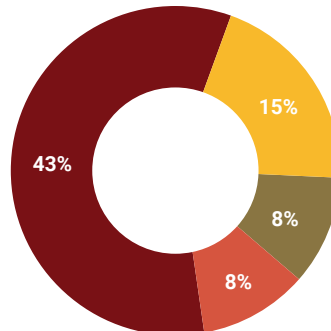**13% MORE**
Than Their Peers

BENEFITS OF CERTIFICATION

- 12%
- 14%
- 21%
- 8%
- 45%

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

CBAP GLOBAL AVERAGE SALARY

52%
$76,469

48%
$74,345

WOMEN ARE EARNING 3%
HIGHER SALARY THAN MEN

TOP 4 JOB TITLES REPORTED

- 43%
- 15%
- 8%
- 8%

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

43% OF RESPONDENTS IDENTIFY AS BUSINESS ANALYSTS

TOP 5 INDUSTRIES WHERE BA PROFESSIONALS WORK

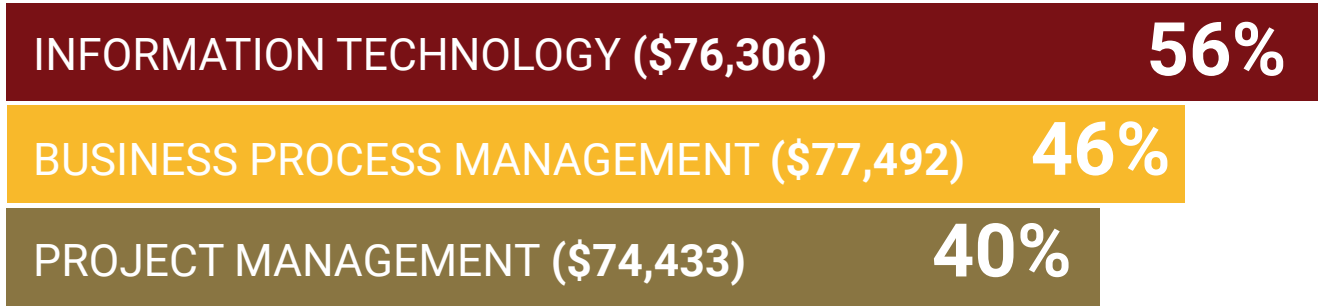| Information Technology	Finance/ Insurance	Government And public Sector	Business/ Professional Consulting	Healthcare And social Services
30%	**23%**	**10%**	**6%**	**6%**

Scope of CBAP® Certification

TOP 3 AREAS BA PROFESSIONALS PERFORM THEIR WORK
Median Compensation by Area

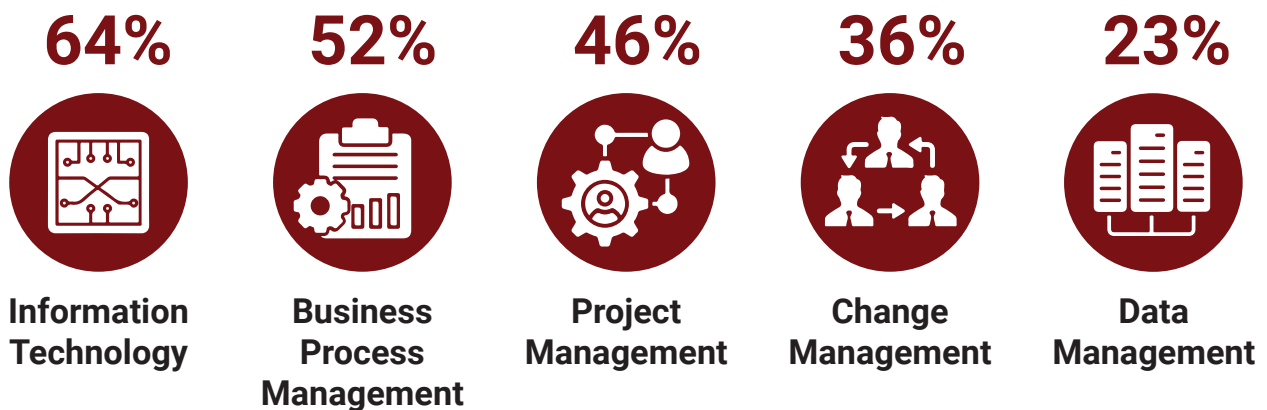|	
INFORMATION TECHNOLOGY ($76,306)	**56%**
BUSINESS PROCESS MANAGEMENT ($77,492)	**46%**
PROJECT MANAGEMENT ($74,433)	**40%**

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

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

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About iCert Global

We are an Education Technology company providing certification training courses to accelerate careers of working professionals worldwide. We impart training through instructor-led classroom workshops, instructor-led live virtual training sessions, and self-paced e-learning courses.

We have successfully conducted training sessions in 108 countries across the globe and enabled thousands of working professionals to enhance the scope of their careers.

Our enterprise training portfolio includes in-demand and globally recognized certification training courses in Project Management, Quality Management, Business Analysis, IT Service Management, Agile and Scrum, Cyber Security, Data Science, and Emerging Technologies. Download our Enterprise Training Catalog here.

Visit us at **www.icertglobal.com** for more information about our professional certification training courses in your location.

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