CBAP – Business Analysis Professional Certification

Business Analysis

Live Training (também disponível em presencial)

- **Localidade:** Lisboa
- **Data:** 04 Sep 2023
- **Preço:** 2150 € (Os valores apresentados não incluem IVA. Oferta de IVA a particulares e estudantes.)
- **Horário:** Laboral das 09h00 - 18h00
- **Nível:** Avançado
- **Duração:** 40h

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 Guideknowledge areas
- Reviewing relevant BA and project management principles

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