

# Business Analysis, CCBA®/IIBA®, Certification Prep

Hands-on course of 3 days - 21h

Ref.: BUC - Price 2025: 2 950 (excl. taxes)

## EDUCATIONAL OBJECTIVES

At the end of the training, the trainee will be able to:

Understand what Business Analysis is

Define the role of a Business Analyst

Apply the philosophy of the BABOK® body of knowledge

Prepare for the IIBA® "CCBA® Certification of Capability in Business Analysis" exam

## CERTIFICATION

This course includes a voucher that enables you to take the CCBA® certification exam. The exam is 180 minutes (3 hours) with 130 multiple-choice questions in English based on scenarios. Registration also includes one-year membership in the IIBA and access to its digital library (Babok, example documents, etc.).

## THE PROGRAMME

last updated: 03/2024

### 1) Refreshers and key concepts of Business Analysis

- Refresher in what Business Analysis is and the role of a Business Analyst.
- The Business Analysis Body of Knowledge (BABOK).
- Business Analysis Core Concept Model (BACCM®).
- Vocabulary and key concepts.
- Basic skills (reasoning, problem-solving, behavior, business knowledge, communication, tools).

### 2) Strategy analysis

- Analyzing the current situation.
- Defining the future situation.
- Assessing potential risks.
- Defining a change strategy.

### 3) Business Analysis planning and monitoring

- Planning the Business Analysis strategy.
- Defining stakeholder engagement.
- Establishing Business Analysis governance.
- Designing Business Analysis information management.
- Determining Business Analysis performance improvements.

### 4) Elicitation and collaboration

- Preparing for elicitation.
- Conducting elicitation.
- Confirming the results of elicitation.
- Communicating Business Analysis information.
- Managing stakeholder engagement.

### 5) Analyzing and designing requirements

- Specifying and modeling requirements.
- Checking the requirements.
- Validating the requirements.

## TRAINER QUALIFICATIONS

The experts leading the training are specialists in the covered subjects. They have been approved by our instructional teams for both their professional knowledge and their teaching ability, for each course they teach. They have at least five to ten years of experience in their field and hold (or have held) decision-making positions in companies.

## ASSESSMENT TERMS

The trainer evaluates each participant's academic progress throughout the training using multiple choice, scenarios, hands-on work and more. Participants also complete a placement test before and after the course to measure the skills they've developed.

## TEACHING AIDS AND TECHNICAL RESOURCES

- The main teaching aids and instructional methods used in the training are audiovisual aids, documentation and course material, hands-on application exercises and corrected exercises for practical training courses, case studies and coverage of real cases for training seminars.
- At the end of each course or seminar, ORSYS provides participants with a course evaluation questionnaire that is analysed by our instructional teams.
- A check-in sheet for each half-day of attendance is provided at the end of the training, along with a course completion certificate if the trainee attended the entire session.

## TERMS AND DEADLINES

Registration must be completed 24 hours before the start of the training.

## ACCESSIBILITY FOR PEOPLE WITH DISABILITIES

Do you need special accessibility accommodations? Contact Mrs. Fosse, Disability Manager, at [psh-accueil@ORSYS.fr](mailto:psh-accueil@ORSYS.fr) to review your request and its feasibility.

- Defining the architecture of the requirements.
- Defining the design scenarios.
- Analyzing the potential value of the recommended solution.

#### 6) Requirement lifecycle management

- Tracking requirements.
- Maintaining requirements.
- Setting the priorities of requirements.
- Approving requirements.
- Managing changes made to requirements.

#### 7) Assessing the solution

- Measuring the solution's performance.
- Analyzing the performance measurements.
- Assessing the solution's limits.
- Assessing the company's limits.
- Recommending actions to increase the solution's value.

#### 8) Preparing for the IIBA® CCBA® exam.

- Tips for the exam.
- Mock exam with commented correction.
- Mock scenario under test conditions.

## DATES

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### REMOTE CLASS

2025 : 10 sept., 17 nov.