

# ECBA™ / CBAP® / CCBA® Study Group

September 26, 2023





## Welcome from the IIBA Ottawa-Outaouais Chapter

 **Ottawa, Canada** \_\_\_\_\_

### Our Mission:

To demonstrate and promote excellence in professional business analysis in our community and foster an environment for engagement, learning and sharing.

### Our Vision:

To be a strong BA community connected by a common language and purpose while embracing emerging trends and contributing to the evolving role of the BA.



# Welcome to the Study Group



**Ziad Sakr, CBAP**

Vice-President Certification

IIBA Ottawa-Outaouais Chapter



**Ramya Dhyapa**

Vice-President Member Services

IIBA Ottawa-Outaouais Chapter

# Now let's get to know you!

ZOOM Poll #1



# AGENDA

15 min    Opening

Purpose of the Study Group

15 min    Core Certification Program

- Certification Types
- Fees
- Application Process

30 min    BABOK® Chapter 1: Introduction

30 min    BABOK® Chapter 2: Business Analysis Key Concepts

## Purpose of the study group

- To support BA certification candidates
- To share knowledge and understanding of the concepts
- To provide information about the IIBA certification program
- To learn about the application and exam processes
- To clarify content of A Guide to the Business Analysis Body of Knowledge
- To become aware of what to expect when writing the exam

# IIBA Core Certification Program

2021 CHAPTER OF THE YEAR

**Ottawa-Outaouais**  
Chapter



## Core BA Certifications







# Core BA Certifications

|                                | Entry Certificate in Business Analysis™<br>(ECBA™) | Certification of Capability in Business Analysis™<br>(CCBA®)   | Certified Business Analysis Professional™<br>(CBAP®)           |
|--------------------------------|--|--|--|
| Intended for                   | New grads, people changing careers                 | Doers, perform BA with competency, 2 to 3 years' BA experience | Individuals with extensive BA experience; senior BAs           |
| Work Experience                | No   | 3 750 hrs <sup>1</sup><br>in past 7 yrs                        | 7 500 hrs <sup>2</sup><br>in past 10 yrs                       |
| Professional Development hours | 21 <sup>3</sup><br>in past 4 yrs                   | 21<br>in past 4 yrs  | 35<br>in past 4 yrs  |
| References?                    | No   | Yes  | Yes  |
| Exam Length<br># Questions     | 1 hr<br>50 multiple choice<br>knowledge-based      | 3 hrs<br>130 multiple choice scenario-<br>based                | 3.5 hrs<br>120 multiple choice scenario-<br>& case study-based |

<sup>1</sup> Minimum of 900 hrs in each of 2 OR 500 hrs in each of 4 of the 6 BABOK® Guide knowledge areas

<sup>2</sup> Minimum of 900 hrs in each of 4 of the 6 BABOK® Guide knowledge areas (total of 3 600 hrs)

<sup>3</sup> Waived as of April 26, 2023



# Core BA Certifications

|                                | Entry Certificate in Business Analysis™<br>(ECBA™) | Certification of Capability in Business Analysis™<br>(CCBA®) | Certified Business Analysis Professional™<br>(CBAP®)        |
|--------------------------------|--|--|---|
| Intended for                   | New grads, people changing careers                 | Doers, people with competitive experience                    | People with significant experience in business analysis     |
| Work Experience                | No   | Yes  | Yes   |
| Professional Development hours | 0 in past 4 yrs                                    | 35 hrs in past 4 yrs   | 35 hrs in past 4 yrs  |
| References?                    | No   | Yes  | Yes   |
| Exam Length<br># Questions     | 1 hr<br>50 multiple choice knowledge-based         | 3 hrs<br>130 multiple choice scenario-based                  | 3.5 hrs<br>120 multiple choice scenario- & case study-based |

Effective April 26, 2023, IIBA will simplify the [Entry Certificate in Business Analysis™ \(ECBA™\)](#) by removing the application process, the separate ECBA application fee, and the 21 Professional Development hour requirement necessary for eligibility. The streamlined process will consist of a new ECBA exam fee

<sup>1</sup> Minimum of 900 hrs in each of 2 OR 500 hrs in each of 4 of the 6 BABOK® Guide knowledge areas

<sup>2</sup> Minimum of 900 hrs in each of 4 of the 6 BABOK® Guide knowledge areas (total of 3 600 hrs)



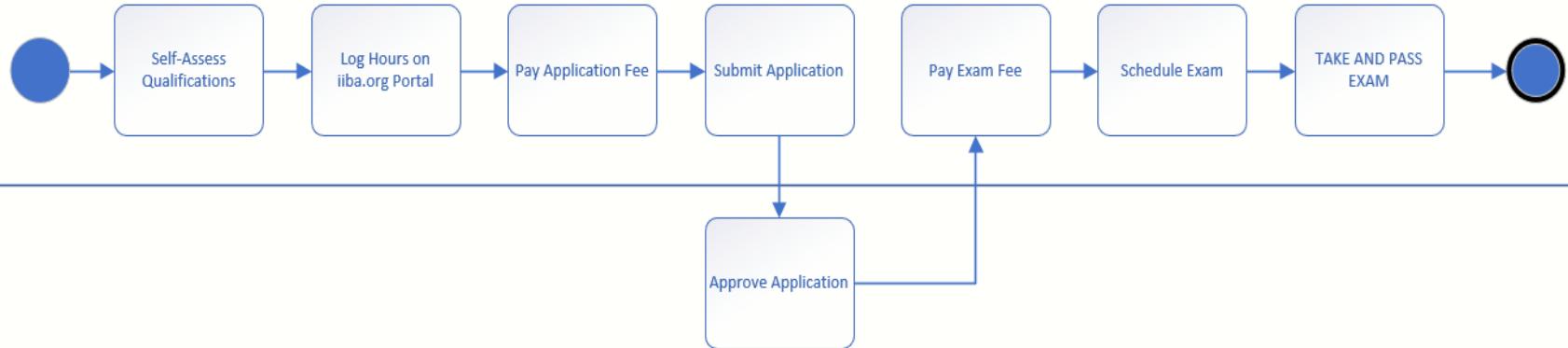
## Application & Exam Fees\*

| Application and Exam Fees | Application Fee<br>(non-refundable and non-transferable) | Exam Fee |            |                  | Exam Re-Write Fee |            |
|---------------------------|--|----------|------------|------------------|-------------------|------------|
|                           | Member, Non-Member, Corporate Member                     | Member   | Non-Member | Corporate Member | Member            | Non-Member |
| ECBA™                     |  | \$195    | \$350      | \$150            | \$95              | \$250      |
| CCBA®                     | \$145  | \$250    | \$405      | \$205            | \$195             | \$350      |
| CBAP®                     | \$145  | \$350    | \$505      | \$305            | \$295             | \$450      |

# Core BA (ECBA™/CCBA®/CBAP®) Certification Process

Applicant

IIBA



my.iiba.org/portal/s/pre-registration-module/a3z3l000000WPSEAA4/nancy-beatson-development-log

**IIBA**® International Institute of Business Analysis™

My Dashboard Membership Certification Events Get Involved Renew Store

**BA Development Log**  
Nancy Beatson Development Log

Your Entry Can Not Be Changed After 7 Days

**Professional Development (2)**

| Activity Title                          | Activity Type | Hours | Start Date |
|---|---------------|-------|------------|
| October Meeting - Outcome Delivery      | Chapter Event | 1.00  | 10/16/2018 |
| September Meeting - Agile Tools and ... | Chapter Event | 1.00  | 9/18/2018  |

View All

**Work History (0)**

**Professional Activities (0)**

**Volunteer Service (1)**

| Activity Title                       | Organization Name             | Hours  | Start Date |
|--------------------------------------|-------------------------------|--------|------------|
| Facilitating the Chapter Study Group | IIBA Ottawa-Outaouais Chapter | 108.00 | 10/5/2018  |

View All

**Self-Directed Learning (0)**

**Formal Academic Education (0)**

## How to Log Your Professional Development (& Other) Hours

Take note!

## Need more information on certification?

### Core BA Certification Handbook (September 2023)

- refer to <https://www.iiba.org/business-analysis-certifications/certification-handbooks/>

### Certification FAQs

- refer to <https://www.iiba.org/business-analysis-certifications/certification-faq/>

# BABOK®

## Chapter 1:

### Introduction

- 1.1 Purpose of the BABOK® Guide
- 1.2 What is Business Analysis?
- 1.3 Who is a Business Analyst?
- 1.4 Structure of the BABOK® Guide

# How Well Do You Know the BABOK®

ZOOM Poll #2





## 1.1 Purpose of the *BABOK®* *Guide*

- Define BA profession, common practices
- Define skills necessary to perform BA work
- Provide others with understanding of skills and knowledge they can expect of a skilled BA





- 6 Knowledge Areas:
  - BA Planning & Monitoring (Ch 3)
  - Elicitation & Collaboration (Ch 4)
  - Requirements Life Cycle Management (Ch 5)
  - Strategy Analysis (Ch 6)
  - Requirements Analysis & Design Definition (Ch 7)
  - Solution Evaluation (Ch 8)



## 1.2 What is Business Analysis?

Business analysis is the practice of  
**enabling change** in an enterprise  
by **defining needs**  
and **recommending solutions** that  
**deliver value** to stakeholders

## 1.3 Who is a Business Analyst?

Name some job titles of people who perform business analysis



## 1.4 Structure of the *BABOK®Guide v3*

### Chapter 1

- Introduction

### Chapter 2

- BA Key Concepts

### Chapters 3 to 8

- 6 Knowledge Areas

### Chapter 9

- Underlying Competencies

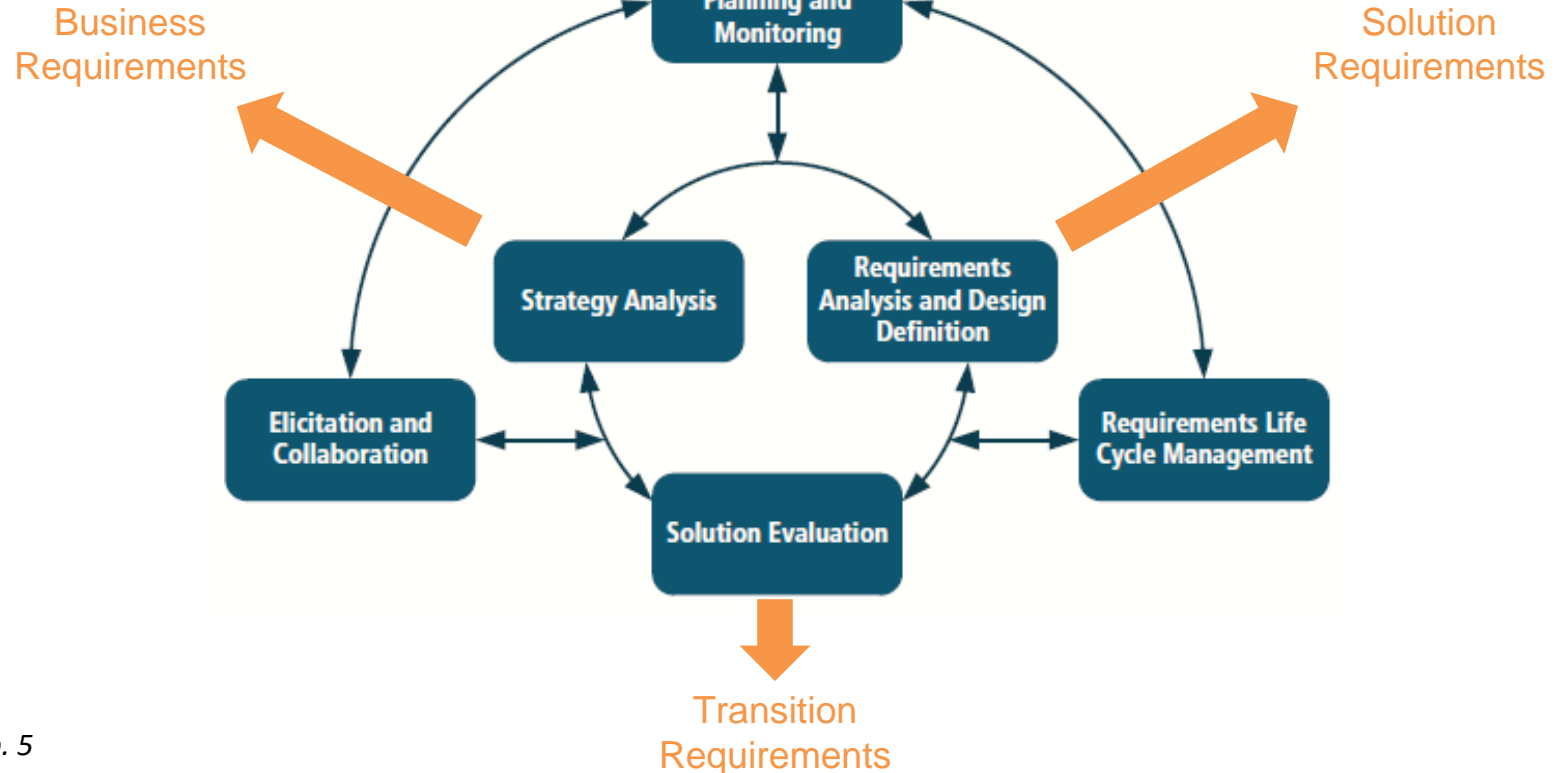
### Chapter 10

- Techniques

### Chapter 11

- Perspectives

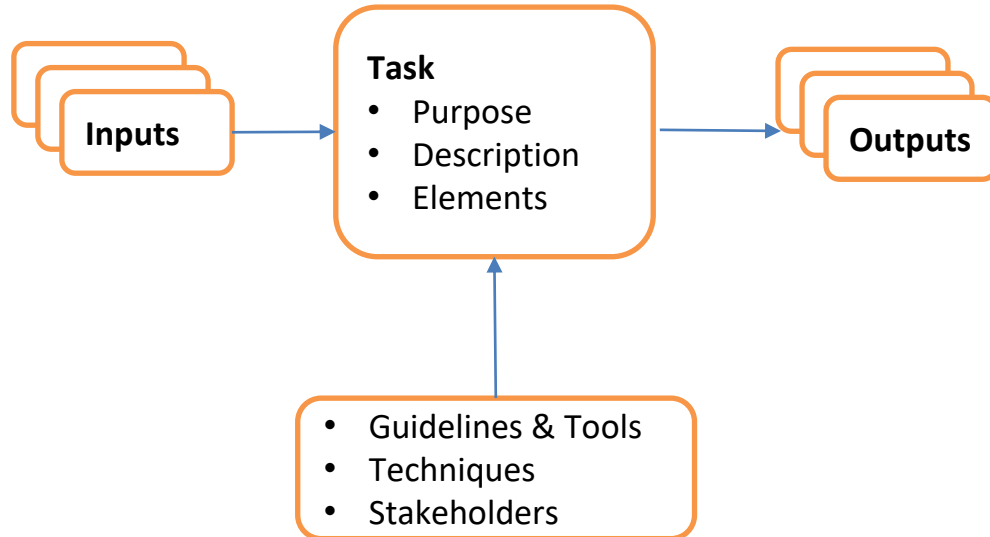
# Relationships amongst the 6 Knowledge Areas\*



\* BABOK, p. 5

## 1.4 Structure of the *BABOK® Guide v3* – cont'd

Example of components of a Knowledge Area:



# BABOK®

## Chapter 2:

### Business Analysis Key Concepts

2.1 The Business Analysis Core Concept Model™ (BACCM™)

2.2 Key Terms

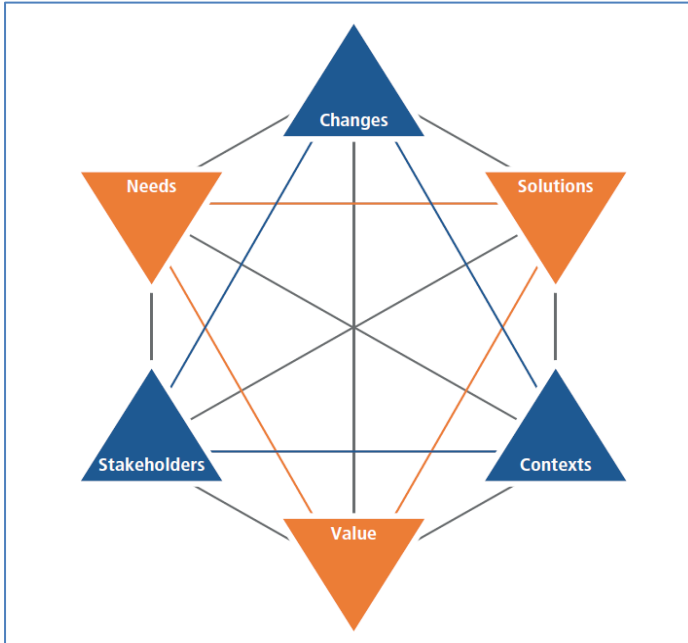
2.3 Requirements Classification Schema

2.4 Stakeholders

2.5 Requirements and Designs



## 2.1 Business Analysis Core Concept Model™ (BACCM™)



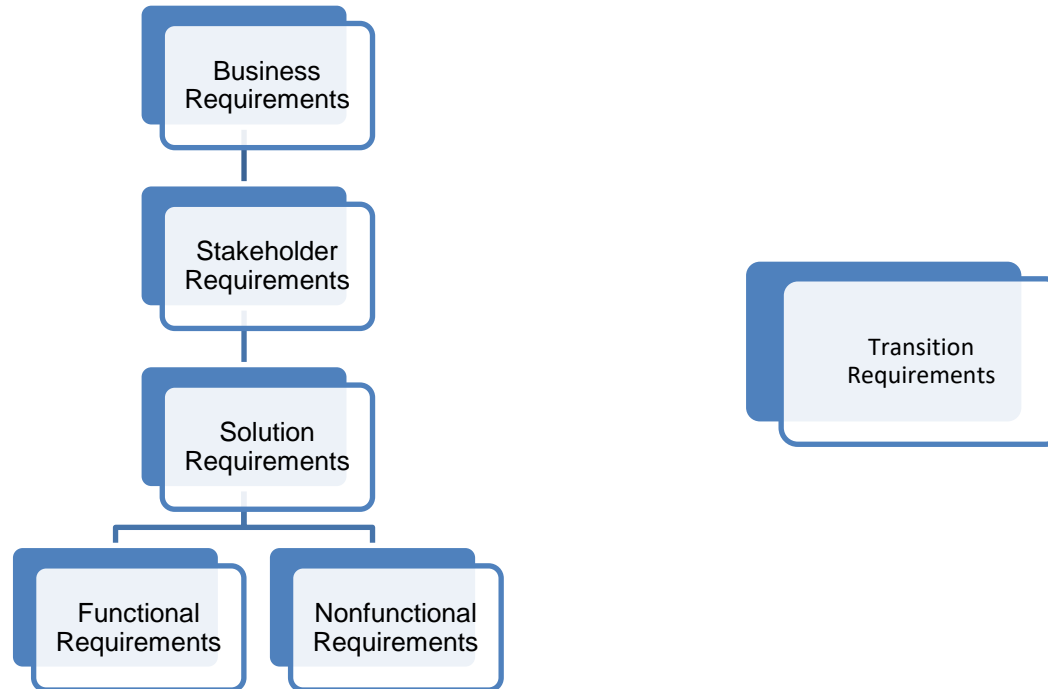
- What kinds of changes are we doing?
- What are the needs we are trying to satisfy?
- What are the solutions we are changing or creating?
- Who are the stakeholders involved?
- What do the stakeholders value?
- In what context is the solution?

## 2.2 Key Terms

- Business Analysis
- Business Analysis Information
- Design
- Enterprise
- Organization
- Plan
- Requirement
- Risk



## 2.3 Requirements Classification Schema

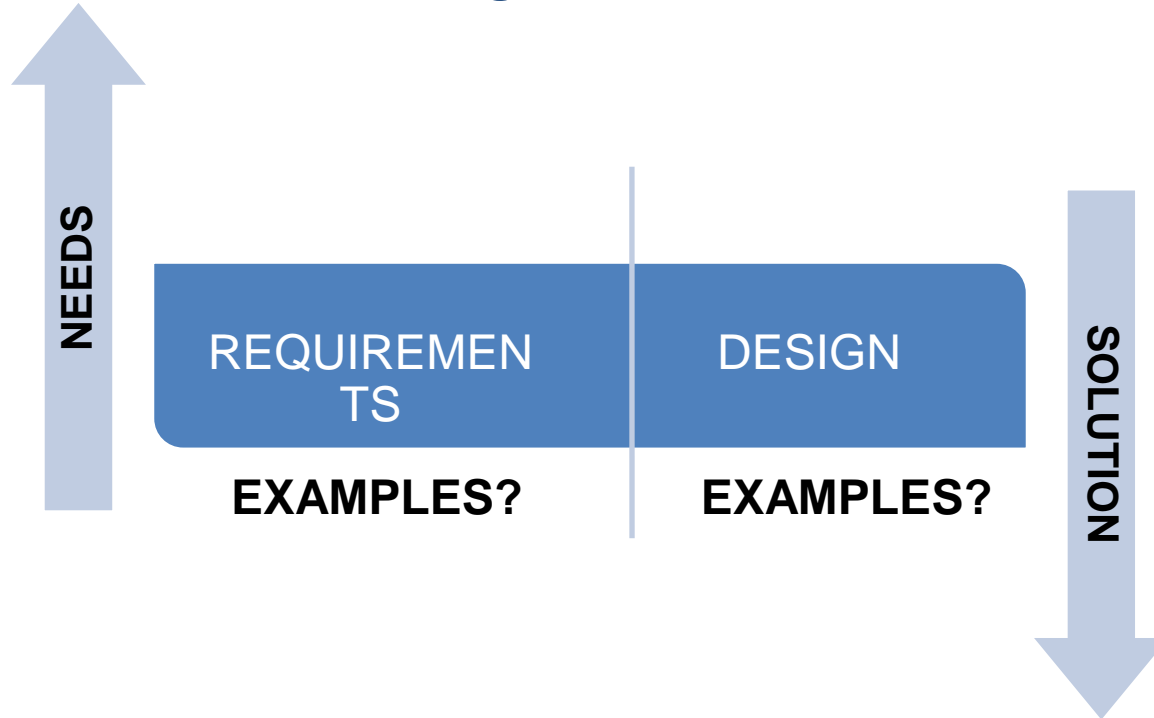


## 2.4 Stakeholders

- Can be a group or an individual
- What roles can some stakeholders take on?



## 2.5 Requirements and Designs

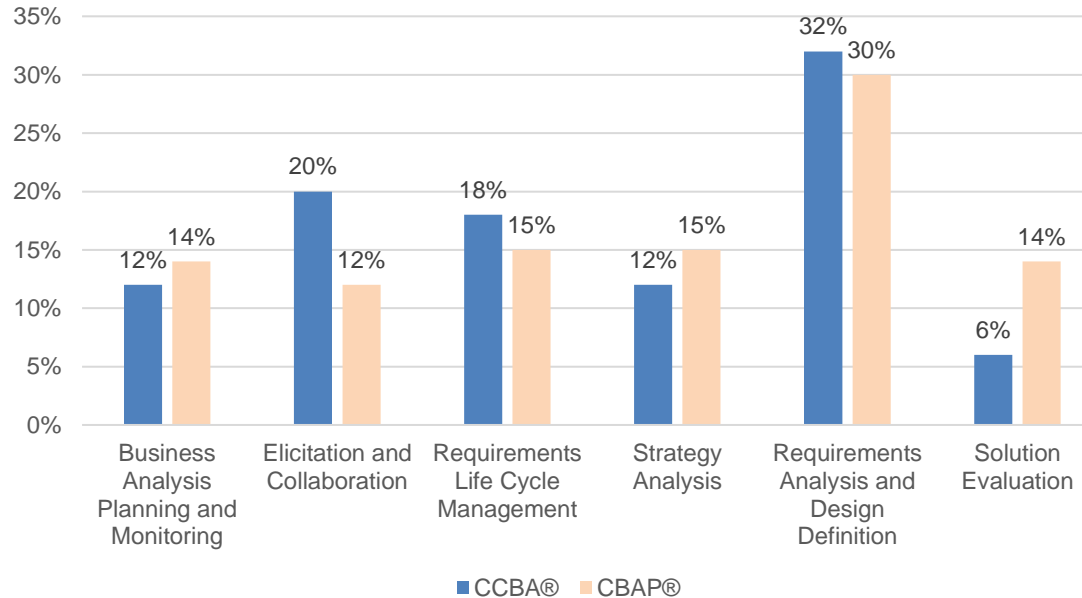


Would you like a few more BABOK®  
questions?

ZOOM Poll #3



## Exam Blueprint - CCBA & CBAP\*



*\*Source: (Accessed January 2019)*

*<https://www.iiba.org/certification/core-business-analysis-certifications/ccba>*

*<https://www.iiba.org/certification/core-business-analysis-certifications/cbap>*

# Upcoming Events

For event details, see:  
<https://ottawa-outaouais.iiba.org/events-list>

[ECBA | CCBA | CBAP Study Group: Tuesday, October  
24, 2023 Session](#)

[VIRTUAL] ECBA™ / CCBA® / CBAP® STUDY  
GROUP – September 2023 SESSION: Chapter 3,  
Business Analysis Planning & Monitoring



# Capital BA Day 2024



Our 3rd IIBA Ottawa-Outaouais Chapter Professional development conference, will take place on May 17, 2024

**Volunteers needed to help our organizing committee!**

**Contact [info@ottawa-outaouais.iiba.org](mailto:info@ottawa-outaouais.iiba.org)**



## Mentoring program

### Our Mentoring Program is on !

The goal of the Mentoring Program is to help IIBA Ottawa-Outaouais chapter members achieve their professional development goals through the mentor-mentee relationship. Starting this month, eligible Chapter members are welcome to apply as mentors or as mentees.

- **Open to all IIBA Ottawa-Outaouais chapter members in good standing**
- Numerous benefits to mentors and mentees
- Application & contract process
- Monthly reporting by participants
- Details and application forms available on our chapter website

See our chapter  
website for details



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Study group materials are available  
for download at the Ottawa-  
Outaouais Chapter website

- <https://ottawa-outaouais.iiba.org/ecbar-ccbar-cbapr-study-groups>





### Get on the Chapter Mailing List

From the IIBA Ottawa-Outaouais homepage, go to [ottawa-outaouais.iiba.org](https://ottawa-outaouais.iiba.org) ? News ? Newsletter Subscription

<https://ottawa-outaouais.iiba.org/newsletter-subscription>

Questions?



[certification@ottawa-outaouais.iiba.org](mailto:certification@ottawa-outaouais.iiba.org)

IIBA OO Chapter does not issue any document or certificate for PDUs. The participants are responsible to log their hours in their IIBA Accounts. In case of an audit, IIBA OO Chapter will confirm the attendance for the event.

THANK YOU!