Questions for CBAP application

1) Deductions for non-BA counting work experience. How are n of hours calculated? If a KA has 18 tasks identified and you worked on 10 of them but 2 are not counted as a BA tasks according to BABOK (e.g. project plan). How is the time deduction calculated. ANSWER: The total hours you entered in Planning & Monitoring get pro-rated across all the tasks listed. And then for the non-BA tasks, that portion of hours is deducted. (Eg. 200 hours / 18 = 11.11 hours per task; you claimed 2 non-BA tasks. So 2*11.11 = 22.22 hours will be deducted from your 200 hours.) Be careful because if too many hours are deducted, you may end up not qualifying to write the exam.

Project ABC

Project hours	100%	2000 hours
Planning and Monitoring	10%	200 hours

Business Analysis Planning & Monitoring: 10 %

- [x] Planned business analysis approach
- [x] Conducted stakeholder analysis
- [x] Planned business analysis activities
- [x] Estimated requirements activities (e.g., milestones, work units, level of effort, duration,)
- [x] Planned business analysis communication
- [x] Planned requirements management process
- [x] Determined what requirement attributes need to be captured
- [ ] Planned, monitored and reported on business analysis performance
- [x] Measured and reported on requirements activity
- [ ] Identified and documented project team roles and responsibilities
- [x] Identified project risks ← deduct
- [ ] Determined SDLC approach for project
- [x] Created the project plan ← deduct
- [ ] Conducted resource planning
- [ ] Conducted project team meetings
- [ ] Conducted BA team performance reviews
- [ ] Managed team of BAs (i.e. accountable for conducting regular one on one meetings, assessing individual's ongoing skills and performance, negotiating compensation increases, determining areas for improvement and professional development needs, approving vacation time, overtime, etc.)
- [ ] Planned operational support activities based on business analysis deliverables

2) <u>Project start time</u> The guide says project start and end time must be within 10 years of application. If project started in 2005 and ran to 2008 (i.e. started more than 10 years ago but operated during the 10 year window. Can it be counted? ANSWER: Yes, it can be counted. But just claim the portion of the hours starting from 10 years ago.

3) <u>What about changing clients within a project life cycle</u>. How to identify different clients due to organizational change? For example, the new client as reference may be unaware of the planning function that went on before their time. ANSWER: You need to provide the contact person for who can confirm you did BA work

on that project. You need to provide the name of the person who could verify your work on the project. If the person is no longer with the organization, type the name of another person such as your manager or Human Resources contact.

4) <u>What about clients who've moved on</u>? Some clients have left the organization or retired.

ANSWER:

a. In terms of Project Contact, see answer in Question 3 above.
b. Also IIBA FAQ on Q4 reads:

Contacts for many of the projects I have worked on over the past 7 or 10 years are no longer available. How do I document this in such a way that I can still get credit for the hours performed?

Please indicate the situation in the description field for the specific project in question (i.e., that you are not able to provide contact information for the person you reported to) and minimally, provide the name and contact information of a person who can verify your employment with that organization. However, this cannot be the case with all projects submitted as we need some projects for which we can validate the tasks, hours and dates with the appropriate contact for audit purposes