



# IIBA Ottawa-Outaouais Chapter

ECBA<sup>®</sup>/CBAP<sup>®</sup>/CCBA<sup>®</sup> Study Group

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## Agenda

- Introductions
- Exam application and writing process
- Chapter 4 – Elicitation and Collaboration
- Chapter 5 – Requirements Lifecycle Management
- Pop Quiz



## Introductions

- Name
- Current projects
- Exam preparation

## Exam Application and Writing Process

- ECBA<sup>®</sup>/CCBA<sup>®</sup>/CBAP<sup>®</sup> Handbook
  - <http://www.iiba.org/certification-handbook/intro-cert-framework-intro.htm>
- Approval to write the exam
- Booking the exam
- Writing, re-writing

## Chapter 4 – Elicitation and Collaboration

- Describe elicitation
- Describe collaboration

## 4.1 Prepare for Elicitation

- Define desired outcomes of the activity, considering stakeholders and goal of activity
- Discussion: understand scope of elicitation, elicitation techniques, logistics, supporting material, prepare the stakeholders

## 4.2 Conduct Elicitation

- 3 common types of elicitation (collaborative, research, experiments)
- Output: Elicitation Results (unconfirmed)

## 4.3 Confirm Elicitation Results

- Purpose is to check that the information elicited is accurate and consistent with other information.
- Compare results against source information and other elicitation results.



## 4.4 Communicate Business Analysis Information

- Purpose is to ensure stakeholders have a shared understanding of the business analysis information.
- Communication is bi-directional and iterative.
- Determine objectives and format of communication.

## 4.5 Manage Stakeholder Collaboration

- Purpose is to encourage stakeholders to work toward a common goal.
- Gain agreement on commitments
- Monitor stakeholder engagement
- Collaboration



## Chapter 5 Requirements Life Cycle Management

Refer to BACCM™

## 5.1 Trace Requirements

- Ensure requirements and designs at different levels align to one another. Manage the effects of change.
- *Discuss traceability relationships (section 5.1.4)*
- Outputs: Requirements (traced), Designs (traced)

## 5.2 Maintain Requirements

- Purpose is to retain accuracy and consistency of requirements and support re-use of requirements in other solutions.
- Maintain attributes of requirements.

## 5.3 Prioritize Requirements

- Purpose is to rank requirements in order of relative importance.
- *Discuss factors for prioritization (Section 5.3.4)*

## 5.4 Assess Requirements Changes

- Purpose is to evaluate implications of proposed changes on requirements and designs.
- *Discuss Guidelines and Tools (section 5.4.5)*

## 5.5 Approve Requirements

- Purpose is to obtain agreement on and approval of requirements and designs for business analysis work to continue and/or solution construction to proceed.
- *Discuss Techniques (section 5.5.6)*





- Pop Quiz
- 10 questions, open-book
- Make note of your answers if you want to grade yourself



- Study group materials are available for download at the Ottawa-Outaouais Chapter website (under Certification → ECBA / CBAP / CCBA Study Groups.
  - <https://ottawa-outaouais.iiba.org/ecbar-cbar-cbapr-study-groups>



- Upcoming Events:
  - November 5 – Workshop – User Stories: An Agile Introduction
  - November 15 – Monthly Meeting – TBD
  - November 22 – Next Study Group Session
- More info is available at:
  - [www.ottawa-outaouais.iiba.org](http://www.ottawa-outaouais.iiba.org)



Next Study Group Session – November 22

Chapter 7 – Requirements Analysis and Design  
Definition

Chapter 8 – Solution Evaluation

Homework – Prepare 5 questions from above  
BABOK® chapters and submit in advance to  
[certification@ottawa-outaouais.iiba.org](mailto:certification@ottawa-outaouais.iiba.org)



Questions?

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