



# IIBA Ottawa-Outaouais Chapter

ECBA™ / CBAP®/CCBA® Study Group

Nancy Beatson, CBAP

## Agenda

- About me
- About you
- Purpose of the study group
- IIBA certification program
- Certification process
- Chapter 1 – Introduction
- Chapter 2 – Business Analysis Key Concepts
- Chapter 3 – Business Analysis Planning and Monitoring
- Pop Quiz

## About me...

- CBAP certified October 2015
- VP Certification, IIBA Ottawa-Outaouais Chapter
- Business analysis experience

## About you...

- Business analysis background
- What are you working on these days?
- At what stage are you in the certification process?

## **Purpose of the study group**

- To support certification candidates
- To share knowledge and understanding of the concepts
- To know what to expect when writing the exam

## IIBA Certification Program: 4 Levels

	Entry Certificate in Business Analysis™ (ECBA™)	Certification of Capability in Business Analysis™ (CCBA®)	Certified Business Analysis Professional™ (CBAP®)	Certified Business Analysis Thought Leader™ (CBATL™)
Exam	Yes	Yes	Yes	?
Work Experience	No	3750 hrs in past 7 yrs	7500 hrs in past 10 yrs	?
Professional Development units	21 in past 4 yrs	21 in past 4 yrs	35 in past 4 yrs	?
Intended for	New grads, people changing careers	Doers, perform BA with competency	Influencers, influences decisions to deliver value	Thought Leaders, giving back to the community, shaping the profession



# IIBA<sup>®</sup> Ottawa-Outaouais

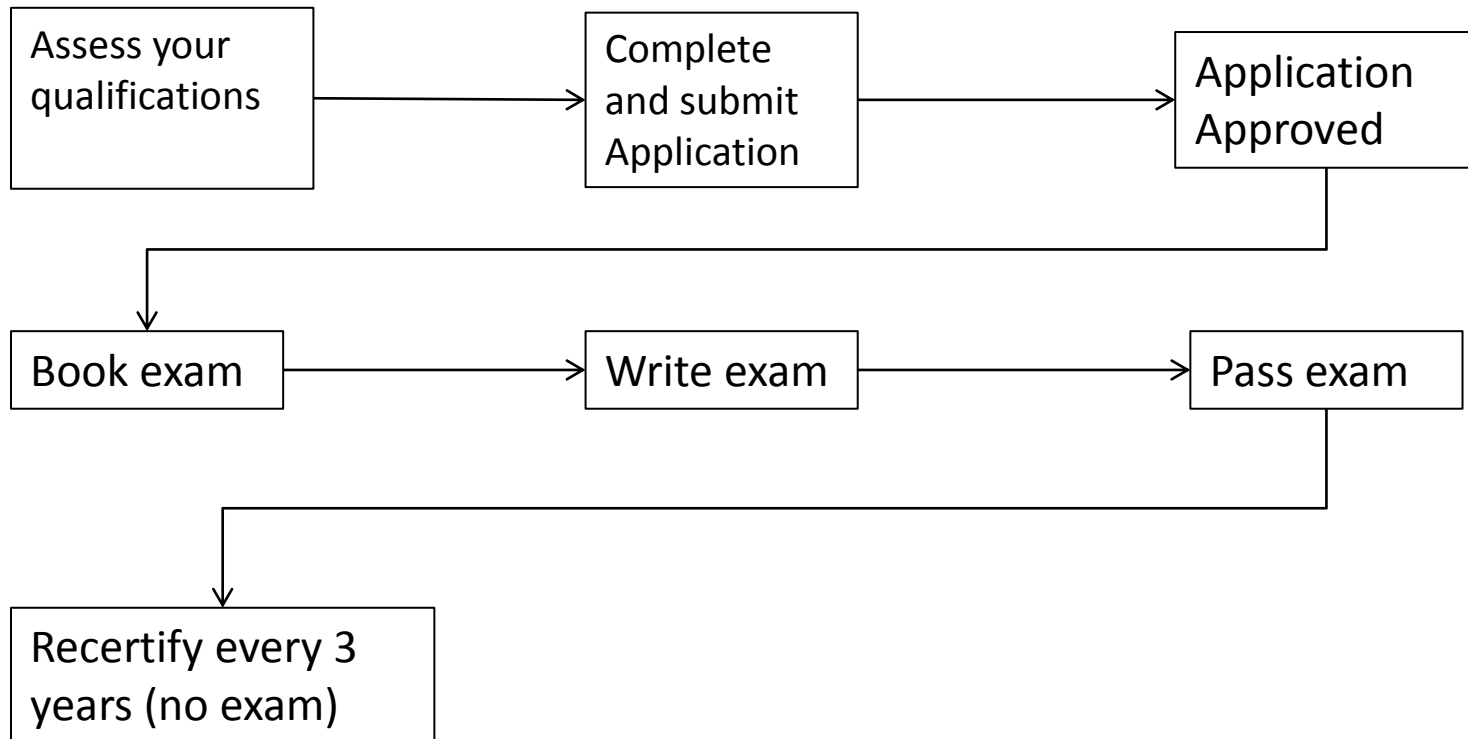
## Chapter

- Fees (refer to <http://www.iiba.org/Certification-Recognition/Certification/pricing.aspx>)

	IIBA Member	Non-Member
<b>ECBA<sup>™</sup></b>		
Application Fee	\$60USD	\$60USD
Exam Fee	\$110USD	\$235USD
Retake Fee	\$85USD	\$195USD
*ECBA <sup>™</sup> Cancellation Policy		
<b>CCBA<sup>®</sup> &amp; CBAP<sup>®</sup></b>		
Application Fee	\$125USD	\$125USD
Exam Fee	\$325USD	\$450USD
Retake Fee	\$250USD	\$375USD
Recertification Fee	\$85USD	\$120USD
*CBAP <sup>®</sup> & CCBA <sup>®</sup> Cancellation Policy		

*Please note: For Canadian residents, Canadian taxes (HST/GST) do apply.*

## Certification Process





## Need more information on certification?

- IIBA Mult-Level Certification Handbook
  - refer to <http://www.iiba.org/certification-handbook/intro-cert-framework-intro.htm>
- IIBA Certification Program FAQs
  - refer to <http://www.iiba.org/Certification-Recognition/Certification-FAQs.aspx>

## > 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*

## **1.1 Purpose of the *BABOK*<sup>®</sup> 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

## 1.1 Purpose of the *BABOK*® *Guide* – cont'd

- 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
- Not isolated to IT
- Can be performed from several different perspectives

## 1.3 Who is a Business Analyst?

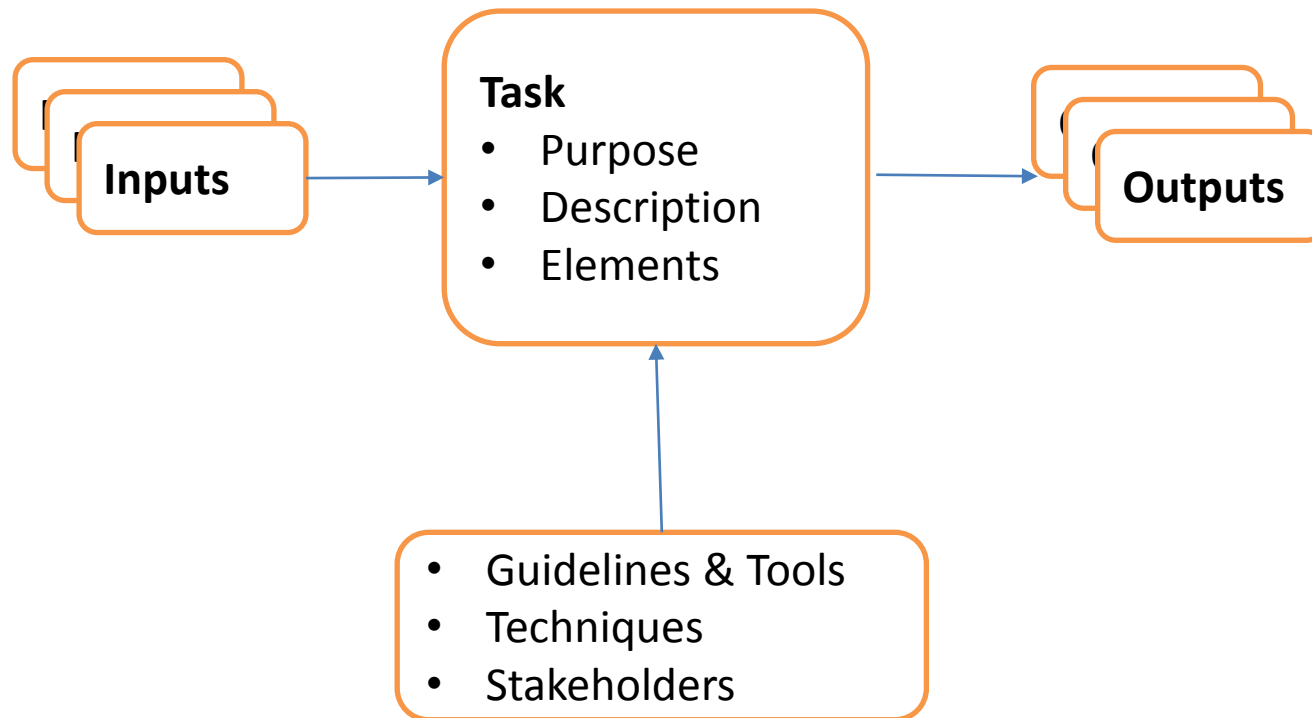
- Name some tasks that are performed
- Name some job titles of people who perform business analysis

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

- BA Key Concepts (Chapter 2)
- 6 Knowledge Areas (Chapters 3-8)
- Underlying Competencies (Chapter 9)
- Techniques (Chapter 10)
- Perspectives (Chapter 11)

## 1.4 Structure of the *BABOK*<sup>®</sup> Guide v3 – cont'd

- Components of a Knowledge Area:





## > **Chapter 2 – Business Analysis Key Concepts**

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

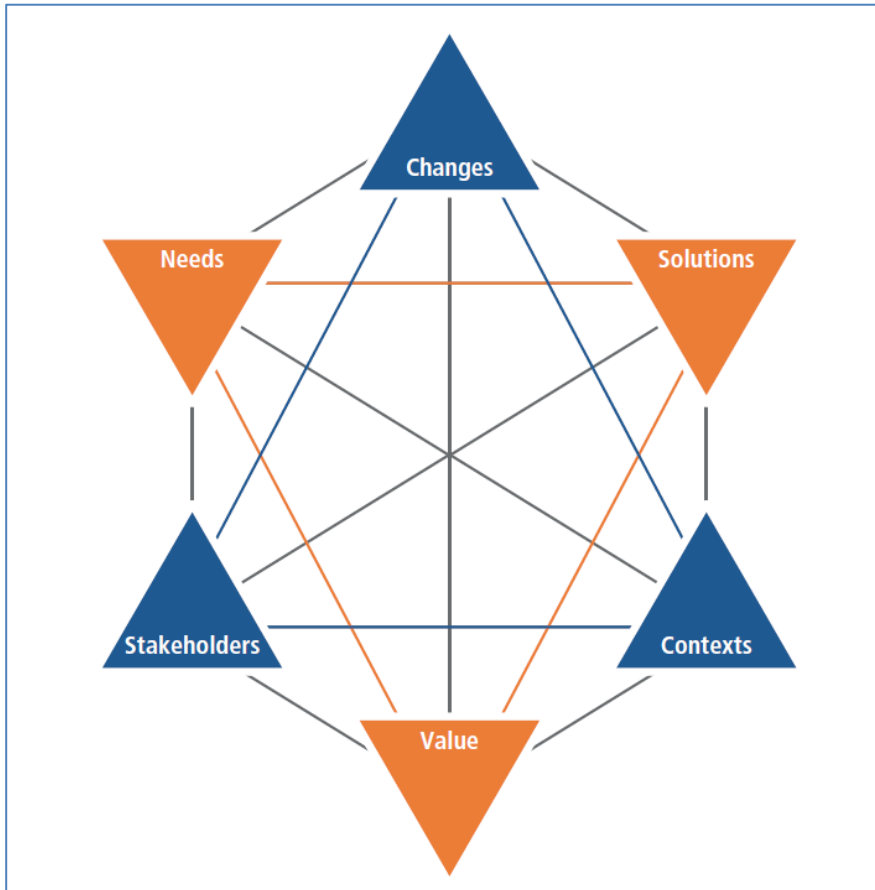
2.2 Key Terms

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**

- Business Requirements
- Stakeholder Requirements
- Solution Requirements
  - Functional Requirements
  - Non-Functional Requirements
- Transition Requirements

## 2.4 Stakeholders

- Can be a group or an individual
- Can be a source of requirements, assumptions or constraints
- What roles can some stakeholders take on?

## 2.5 Requirements and Designs

- Requirements are focused on needs
- Design is focused on solution
- Business analysis is recursive – cycle back and forth between requirements and designs

## **> Chapter 3 – Business Analysis Planning and Monitoring**

3.1 Plan Business Analysis Approach

3.2 Plan Stakeholder Engagement

3.3 Plan Business Analysis Governance

3.4 Plan Business Analysis Information Management

3.5 Identify Business Analysis Performance Improvements

## **Chapter 3 – Business Analysis Planning and Monitoring**

*Refer to BACCM™*



## **3.1 Plan Business Analysis Approach**

- Defines how business analysis will be conducted
- Describes overall methods to be used, tasks to be performed and deliverables to be produced
- *Review Section 3.1 input/output diagram*

## 3.2 Plan Stakeholder Engagement

- Plan how to establish and maintain effective working relationships with stakeholders
- Identify the relevant stakeholders
  - Roles
  - Attitudes
  - Decision-making authority
  - Level of power or influence

### **3.3 Plan Business Analysis Governance**

- Defines how decisions will be made about requirements and designs, reviews, change control, approvals and prioritization

## **3.4 Plan BA Information Management**

- How will BA information be stored and accessed
- Comprised of all the information the BA elicits, creates, compiles and disseminates in the course of performing business analysis

## 3.5 Identify BA Performance Improvements

- Assess how well business analysis is being performed
- Identify improvements to be made
- Performed throughout an initiative so that improvements can be made the next time a task is executed
- *Review 3.5 input/output diagram*



- Pop Quiz (open-book)

## Upcoming Events:

- **IIBA Ottawa-Outaouais Chapter Meeting Oct 10<sup>th</sup>**
  - 5:00 – 7:00 p.m.
  - Ottawa Police Association, 141 Catherine St, Ottawa
  - Topic TBA
- **ECBA<sup>™</sup> / CBAP<sup>®</sup> / CCBA<sup>®</sup> Study Group Oct 24<sup>th</sup>**
  - 5:45 – 7:30 p.m.
  - Ottawa Public Library Main Branch – Basement Rm
- More info is available at:
  - [www.ottawa-outaouais.iiba.org](http://www.ottawa-outaouais.iiba.org)

## **Next Study Group Session: October 24<sup>th</sup>**

- **Chapter 4** – Elicitation and Collaboration
- **Chapter 5** – Requirements Life Cycle Management

## **Homework**

Prepare 3 questions from above *BABOK*<sup>®</sup> *Guide* chapters and submit in advance to:

*certification@ottawa-outaouais.iiba.org*





**Questions?**

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