



IIBA Ottawa-Outaouais Chapter

ECBA™/CBAP®/CCBA® Study Group
October 2017

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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

- Multi-Level Certification Handbook
 - <http://www.iiba.org/certification-handbook/intro-cert-framework-intro.htm>
- Step 1: Apply for certification
- Step 2: Register for the exam
- Step 3: Prepare for the exam
- Step 4: Write the exam

> Chapter 4 – Elicitation and Collaboration

4.1 Prepare for Elicitation

4.2 Conduct Elicitation

4.3 Confirm Elicitation Results

4.4 Communicate Business Analysis Information

4.5 Manage Stakeholder Collaboration

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
- **Discussion:** effect of poor relationships with stakeholders on business analysis

> Chapter 5 – Requirements Life Cycle Management

5.1 Trace Requirements

5.2 Maintain Requirements

5.3 Prioritize Requirements

5.4 Assess Requirements Changes

5.5 Approve Requirements

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 Impact Analysis (section 5.4.4.2)*

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:

- **IIBA Ottawa-Outaouais Chapter Meeting Nov 21st**
 - 5:00 – 7:00 p.m.
 - Ottawa Police Association, 141 Catherine St, Ottawa
- **ECBA[™] / CBAP[®] / CCBA[®] Study Group Nov 28th**
 - 5:45 – 7:30 p.m.
 - Ottawa Public Library Main Branch – Basement Room
- More info is available at:
 - www.ottawa-outaouais.iiba.org

Next Study Group Session: November 28th

- **Chapter 6** – Strategy Analysis
- **Chapter 7** – Requirements Analysis and Design Definition

Homework

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

certification@ottawa-outaouais.iiba.org



Questions?

Contact *certification@ottawa-outaouais.iiba.org*