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<th>Session</th>
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<td>1</td>
<td>• Introduction</td>
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<td>• BA Key Concepts</td>
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| ✓6      | Feb 27   | 1 2 3    | • Introduction  
• BA Key Concepts  
• BA Planning & Monitoring                                               |
| 7       | Mar 27   | 4 5      | • Elicitation & Collaboration  
• Requirements Life Cycle Management                                     |
| 8       | Apr 24   | 6 7      | • Strategy Analysis  
• Requirements Analysis & Design Definition                                |
| 9       | May 22   | 8 9      | • Solution Evaluation  
• Underlying Competencies                                                   |
| 10      | Jun 26   | 10 11    | • Techniques  
• Perspectives  
• End-of-Session Game                                                        |
Agenda

• Introductions (10 mins)
• Exam application & writing process - Overview (10 mins)
• CH 4 – Elicitation and Collaboration (15 mins)
• CH 5 – Requirements Lifecycle Management (15 mins)
• Top 5 Tips for Passing Your CBAP or CCBA Exam (10 mins)
• Pop Quiz (10 min)
• Upcoming Chapter Events
Introductions

• What is your name?
• *(Optional)* Current project/assignment
• *(Optional)* Where are you in your certification journey?
Exam Application and Writing Process

Source: Multi-Level Certification Handbook


• 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

• Why?

• What should you do when results from one elicitation activity conflicts with other information previously elicited?
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
- An ongoing activity
- Capitalize on +ve reactions/mitigate –ve reactions
- 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**
  – Derive
  – Depends
  – Satisfy
  – Validate
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

• *Which factors influence prioritization?*
5.4 Assess Requirements Changes

• Purpose is to evaluate implications of proposed changes on requirements and designs

• Impact of proposed changes assessed considering:
  – Benefit
  – Cost
  – Impact
  – Schedule
  – Urgency
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.

• *Which techniques can be used to approve requirements?*
• Pop Quiz
• 10 questions, open-book
• We will go over the answers after you finish
• **Be sure to turn in your quiz sheet if you wish to earn 1.5 PD hours towards your certification**
• 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-ccbar-cbapr-study-groups
Upcoming Events:

– **Skills Workshop: Strategy Analysis** Apr 14th
  - 8:15 a.m. to 4:30 p.m.
  - Dunton Tower, Room 1020 (10th floor) on Carleton Campus, Carleton University

– **ECBA™ / CBAP®/CCBA® Study Group** Apr 24th
  - 5:45 – 7:30 p.m.
  - Ottawa Public Library Main Branch – Basement Room

• More info is available at:
  – [www.ottawa-outaouais.iiba.org](http://www.ottawa-outaouais.iiba.org)
Next Study Group Session: April 24th

- **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
Top 5 Tips for Passing Your CBAP or CCBA Exam*

1. Know the BABOK v3
2. Study one KA at a time
3. Absorb the BABOK
4. Final Preparation
5. Pro Tip: On Exam Day reduce your test anxiety

Top 5 Tips for Passing Your CBAP or CCBA Exam*

#1: Know the BABOK v3

- Invest in a copy of the BABOK
- Use terms from the BABOK
- Refer to accepted practice from BABOK

Top 5 Tips for Passing Your CBAP or CCBA Exam

#2: Study one Knowledge Area at a time

- Read the KA and do practice exam questions
- Try to apply the KA to your past/current projects and assignments
- Pro Tip: focus on the KA where you are least experienced or comfortable
Exam Blueprint - CCBA & CBAP*

- Business Analysis Planning and Monitoring: 12% CCBA*, 14% CBAP*
- Elicitation and Collaboration: 12% CCBA*, 12% CBAP*
- Requirements Life Cycle Management: 18% CCBA*, 15% CBAP*
- Strategy Analysis: 12% CCBA*, 15% CBAP*
- Requirements Analysis and Design Definition: 32% CCBA*, 30% CBAP*
- Solution Evaluation: 6% CCBA*, 14% CBAP*

Top 5 Tips for Passing Your CBAP or CCBA Exam

#3: Absorb the BABOK according to your preferred learning style

- For some, reading and rereading the BABOK
- For others, attending study groups
- For others, answering exam questions
- For others, attending classes
- According to research, “…successful CBAP/CCBA candidates spend 100 hours of study time on average before their exams.”*

*https://watermarklearning.leadpages.net/cbap-ccba-resource-guide/
#4: Final Preparation

- In this phase, begin practicing exams
- Ideally, 150-question exams
- Do a few timed simulations to check your speed
Top 5 Tips for Passing Your CBAP or CCBA Exam

#5: Exam Day Pro Tip: Reduce Your Test Anxiety

– Do something relaxing
– Don’t schedule the exam too early in the day
– Allow plenty of time to get to the exam location
– “brain dump” just before the start of the exam (in the exam room); include an affirmation such as “I will pass this exam!”