



IIBA Ottawa-Outaouais Chapter


ECBA™/CBAP®/CCBA® Study Group
March 2018

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2017

Session	Date	Chapters	Topics
✓ 1	Sep 26	1 2 3	<ul style="list-style-type: none"> • Introduction • BA Key Concepts • BA Planning & Monitoring
✓ 2	Oct 24	4 5	<ul style="list-style-type: none"> • Elicitation & Collaboration • Requirements Life Cycle Management
✓ 3	Nov 28	6 7	<ul style="list-style-type: none"> • Strategy Analysis • Requirements Analysis & Design Definition
✓ 4	Dec 12	8 9	<ul style="list-style-type: none"> • Solution Evaluation • Underlying Competencies
✓ 5	Jan 24	10 11	<ul style="list-style-type: none"> • Techniques • Perspectives • End-of-Session Game

2018

Session	Date	Chapters	Topics
✓ 6	Feb 27	1 2 3	<ul style="list-style-type: none"> • Introduction • BA Key Concepts • BA Planning & Monitoring
 7	Mar 27	4 5	<ul style="list-style-type: none"> • Elicitation & Collaboration • Requirements Life Cycle Management
8	Apr 24	6 7	<ul style="list-style-type: none"> • Strategy Analysis • Requirements Analysis & Design Definition
9	May 22	8 9	<ul style="list-style-type: none"> • Solution Evaluation • Underlying Competencies
10	Jun 26	10 11	<ul style="list-style-type: none"> • 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

– <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

- 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-cbar-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

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

*<https://www.watermarklearning.com/certification/business-analysis-training/cbap-ccba/cbap-resources.php>

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

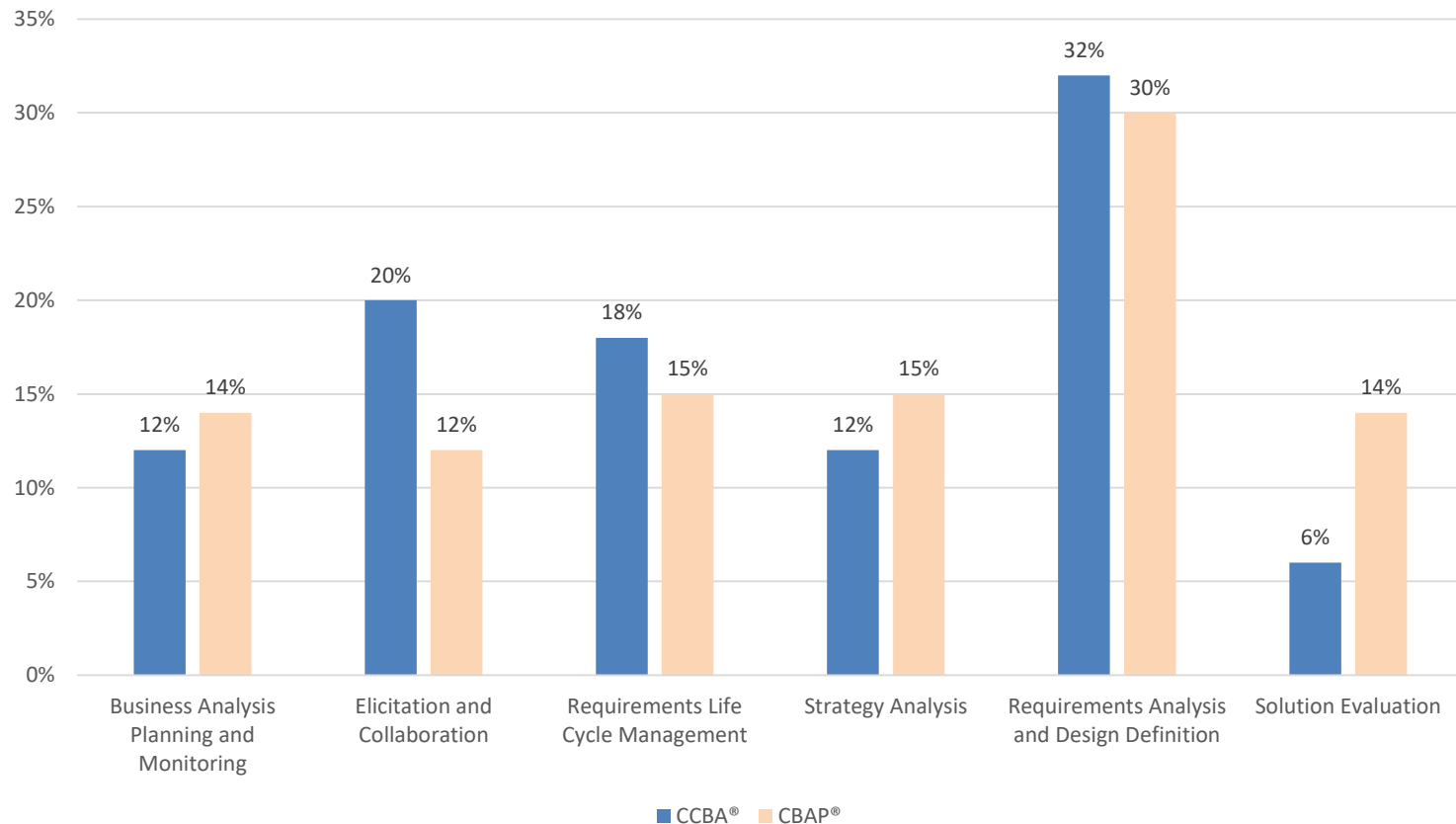
*<https://www.watermarklearning.com/certification/business-analysis-training/cbap-ccba/cbap-resources.php>

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^{*}



*<http://www.iiba.org/certification-handbook/ccba-blueprint.htm>
<http://www.iiba.org/certification-handbook/cbap-exam.htm>

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/>

Top 5 Tips for Passing Your CBAP or CCBA Exam

#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!”