The Certified Business Analysis Professional™ (CBAP™)

Overview on the Exam

and Application

Process

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by

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Topics

- ✓ Vision and Mission of the IIBA
- ✓ IIBA Goals
- ✓ The BA Professional
- ✓ The BA Body of Knowledge (BABOK)
- ✓ Certification Benefits
- ✓ Certification Application Process and Fees
- ✓ CBAP™ Exam Details & Question Format
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- ✓ Questions?

International Institute of Business Analysis™

Vision	The world's leading association for Business Analysis professionals
Mission	Develop and maintain standards for the practice of business analysis and for the certification of its practitioners

The IIBA™ is an international not-for-profit professional association for business analysis professionals.

IIBA™ Goals

- Create and develop awareness and recognition of the value and contribution of the role of the Business Analysis Professional
- Define and maintain the Business Analysis Body of Knowledge^{TM}
- Publicly recognize qualified practitioners through an internationally acknowledged certification program
- Provide a forum for knowledge sharing

The Business Analysis Professional

The Definition

- Works as a liaison among stakeholders to elicit, analyze, communicate and validate requirements for changes to business processes, policies, and information and information systems

- Understands business problems and opportunities in the context of the requirements and recommends solutions that enable the organization to achieve its goals

Business Analysis Body of Knowledge^{TM}

The set of tasks, knowledge, & techniques required to identify business needs & determine solutions to business problems. Solutions often include a systems development component, but may also consist of process improvement or organizational change.

The BABOK^{TM}

➔ Is NOT a methodology nor does it prescribe or favor a methodology
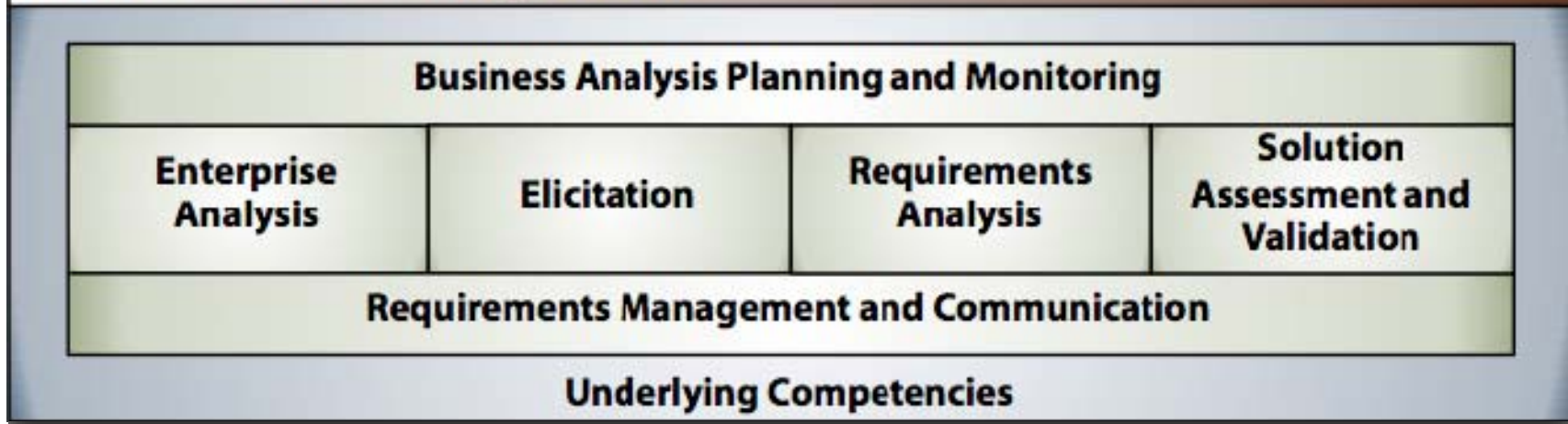
➔ Is NOT a "how to" business analysis instruction manual

Business Analysis Body of Knowledge^{TM}

BABOK^{TM} v1.6 Knowledge Areas				
Enterprise Analysis	Requirements Planning & Management			
	Requirements Elicitation	Requirements Analysis	Requirements Communications	Solution Assessment & Validation
Fundamentals				

❖ Identifies currently accepted practices

❖ Recognizes business analysis is more than requirements

❖ Defined and enhanced by the professionals who apply it

❖ Aligns with CMMI - Requirements Development and Requirements Management

Business Analysis Body of Knowledge®

BABOK™ v2 Knowledge Areas

Business Analysis Planning and Monitoring			
Enterprise Analysis	Elicitation	Requirements Analysis	Solution Assessment and Validation
Requirements Management and Communication			

Underlying Competencies

- ❖ Identifies currently accepted practices
- ❖ Recognizes business analysis is not synonymous with software requirements
- ❖ Defined & enhanced by the professionals who apply it
- ❖ Captures the sum of the knowledge required for the practice of business analysis as a profession

The CBAP™ Certification

- Qualified practitioners will receive the designation - *Certified Business Analysis Professional™* (CBAP™)

- This certification is designed for individuals with an advanced level of knowledge and experience

- The IIBA™ will consider offering additional certification programs in the future based on demand, such as associate level certification

Education Provider specific certifications will not be recognized as a substitute to the CBAP™

The CBAP™ Program

- CBAP program designed to comply with ISO and ANSI standards
- Candidate must demonstrate knowledge and competencies of a Business Analyst as defined by IIBA in the BABOK™
- Membership in IIBA not required
- Certification provides benefits to the individual and to the employer/client/customer

Worldwide					
	Jan 2007	Dec 2007	Jun 2008	Dec 2008	April 2009	Dec 2009
CBAP's	16	230	416+	458	533	800

Benefits of Certification

- **Organization Benefits**

  - Employee development and recognition

  - Certified Business Analysis Professionals^{TM} are acknowledged as competent individuals

  - CBAPs^{TM} have signed a Code of Conduct

  - CBAPs^{TM} perform a role increasingly recognized as a vital component of any successful project

Benefits of Certification

- Organization Benefits (cont.)
  - CBAPs^{TM} are identified as individuals with an advanced level of knowledge and qualifications

  - CBAPs^{TM} follow established standards

  - CBAPs^{TM} produce reliable, quality results with increased efficiency and consistency

  - Reduced risk

Benefits of Certification

- Benefits for the Individual

  - Demonstrate your dedication to the Business Analysis profession

  - Ability to enhance the profession and have a voice among other professions

  - Possibility for professional advancement, companies may alter compensation or require for advancement

  - Demonstrate knowledge of the skills necessary to be an effective Business Analyst

Benefits of Certification

- Benefits for the Individual (cont.)
  - Show a professional level of competence in the principles and practices of business analysis

  - Participation in a recognized professional group

  - Advance career potential by a separate and distinct career path within the information technology industry and business community

  - Networking opportunities

Certification Entrance Criteria

- Five years (7,500 hours) of business analysis work in the last 10 years experience

- Demonstrated experience and knowledge in 4 out of 6 BABOK™ Knowledge Areas

- 21 hours of BA professional development in the last 4 years

- Minimum high school diploma or equivalent

- Two professional references

- Agree to Code of Conduct

Work Experience

- Acceptable activities include:
  - Hands-on business analysis activities (as per BABOK™)
  - Coaching or mentoring of business analysts with respect to business analysis activities
  - Development of business analysis methodology and/or best practices
  - Development of business analysis training

Work Experience

- Activities that will not apply include:
    - Supervisory management of business analysis activities (e.g. resource management, status reporting, performance management)
    - Teaching business analysis training courses
    - Selling requirements tools/software
    - Project management
    - Testing
    - Programming

Professional Development

- Must be personal professional development, not time developing others (e.g., taking a course qualifies, teaching a course does not)

- For initial CBAP™ certification, development must be a course or seminar

- Course content must be based on the BABOK™ Knowledge Areas or Underlying Fundamentals

  - Testing courses, project management courses or programming courses will not qualify

References

- Must be provided by a:
  - Career Manager
  - Internal or external Client
  - Certified Business Analysis Professional™ (CBAP™)

CBAP™ Application Tips

- Be careful to only document your BA work
  - PM, Development, QA, etc. work does not count
- Give specific examples of the BA activities that you performed for work experience
  - Being too generic on your role can cost you
  - No need to be specific about project or application details
- Document all of the work over the last 10 years
  - It is better to be safe by itemizing information and have it count than generalizing information and have it not count

Certification Fees

Initial fees

- $125 USD application fee that is non-refundable
- $325 USD exam fee for IIBA members
- $450 USD exam fee for non-members

Rewrite fees

- $250 USD for IIBA members
- $375 USD for non-members
- → Candidate must wait 3 months before rewriting the exam

The Certification Process

- The candidate submits an application for certification. The application must include 2 references.
- IIBA^{TM} reviews these materials to determine if the candidate meets all CBAP™ requirements
- **If approved:**
  - Register to take the exam within one year of approval
  - The candidate takes the exam
  - The candidate is notified by the IIBA^{TM} of the result
- **If not approved:**
  - IIBA will inform of reason and return exam fee.
  - Application fee of $125 will not be refunded.
  - May re-apply in three months after remedying reasons for rejection

Preparing for the exam

- Decide which version of the BABOK you will test under
  - v1.6 – exams available until July 31, 2009
  - v2.0 – exams start August 1, 2009
- Review the content of the IIBA Business Analysis Body of Knowledge™
- Identify your gaps in knowledge or areas of weakness and then reference publications listed in the Business Analysis Body of Knowledge™ for those areas.
- Employ general test taking strategies & best practices

Preparing for the exam

- #1 Resource = BABOK**™**, decide if you want to take the CBAP based on 1.6 or 2.0.

  - Available from the IIBA. Soft copies are free to members.

- Sample Questions:

  - http://www.proprofs.com/ for free flashcards and quiz questions; use key words like CBAP or IIBA

  - Trial Version (5 questions) free download http://sampleexamquestions.com/IIBA-Certified-Business-Analysis-Professional-CBAP-certification.html

  - http://www.cbapmentor.com for sample example questions

Preparing for the exam

- **Use a study guide**
  - CBAP Exam Prep Study Guide for BABOK 1.6 by B2T Training. Originally $149, but on sale for $99 now.
  - CBAP Exam Prep Study Guide by Training Unplugged $159
  - CBAP Certification Study Guide by Richard and Elizabeth Larson $99
  - CBAP Certified Business Analysis Professional All-in-One Exam Guide with CDROM by Joseph Phillips $49
- **Take a CBAP Boot Camp**
  - B2T Training www.b2ttraining.com
  - ASPE http://aspe-sdlc.com
  - Global Knowledge www.globalknowledge.com
  - DevelopMentor www.develop.com

Preparing for the exam

- **Drill with Test Bank Questions**
  - 30 - 90 subscription to online test banks of over 400 questions
  - CBAP™ Exam Prep - Online Practice Questions by www.trainingunplugged.com $79 - $150
  - BA Primer 550 - CBAP Test Bank by www.eyebien.com $59.99
  - The Sample 750 Exam Questions: IIBA Certified Business Analysis Professional (CBAP) by Agilitek $97
- **Join a Study Group**
  - IIBA Greater Memphis Chapter BABOK Study Group
  - Other IIBA Chapters have virtual study groups

Study Group

- Linda Fitch, VP of Education, leads the Greater Memphis Chapter Study Group 2009

- Goals are:

  - Group discussion of BABOK^{TM}

  - Forum for sharing of real-life experiences and practices among peers

  - Certification preparation

Exam details

- Comprised of 150 multiple choice questions
- Each multiple choice question has 4 possible answers
- Exam duration is 3.5 hours
- Computer based exams are available at Castle Worldwide Testing Centers www.castleworldwide.com
- Notifications will include information on performance by Knowledge Area for any unsuccessful candidates

Current CBAP Exam Blueprint (BABOK™ 1.6)

Knowledge Area	Percent of Questions
Enterprise Analysis	22.0%
Requirements Planning and Management	22.7%
Requirement Elicitation	18.7%
Requirements Analysis and Documentation	20.7%
Requirements Communication	10.7%
Solution Assessment and Validation	5.2%

CBAP Exam BABOK™ v2.0 is expected to have an even distribution of questions across knowledge areas.

Test Taking Tips

- Get plenty of rest the day before
- Take the test day off work
- Do a Brain Dump at start of exam
- Don't dwell on questions: skip and come back
- Answer easy questions first
- Review skipped questions
- Don't second guess yourself
- Guess if you must with your best answer
- When in doubt pick B

Style of Questions

- **Definition oriented** – questions that test your knowledge of terms and their associated meaning

- **Sequence oriented** – questions that test your knowledge of tasks and their order; inputs and outputs

- **Scenario oriented** – questions that test the best solution to a given situation

- **List oriented** – questions that test your knowledge of groupings of related terms

Definition (a)

A condition or capability that must be met or possessed by a system or system component to satisfy a contract, standard, specification, or other formally imposed documents is known as a

a) Requirement
b) Constraint
c) Scope
d) Project

Definition (b)

A condition or capability needed by a stakeholder to solve a problem or achieve an objective is known as a

a) Requirement
b) Constraint
c) Scope
d) Project

Definition (c)

A requirement is defined as

a) An undocumented representation of a condition or capability

b) A condition or capability needed by a stakeholder to solve a problem or achieve an objective

c) A property that is not essential to the needs of the intended stakeholders

d) A condition or capability that is specific to systems or system requirements

Sequence

The following are outputs of determining project scope except

a) Gap Analysis Results   **Output of Create and Maintain Business Architecture**

b) Business Objectives & High Level Requirements

c) Product Description & Scope

d) Assumptions & Constraint

Scenario

You have just been assigned to a 3 month project affecting a single business unit. You discover that the timeline is fixed and cannot be changed. However, the strategic importance is only internal to the company and is not tied to strategic initiatives. The level of Enterprise Analysis provided should be:

a) Full set of EA deliverables

b) Modified set of EA deliverables; minimally a full business case and some business architecture activities

c) Simplified business case and some business architecture activities to provide a context

List (a)

Which is not among the architectures of Enterprises
   Analysis?

   a) Business
   b) Information
   c) Application
   d) Technology
   ➡ e) Strategy
   f) Security

List (b)

Which includes 5 the architectures of Enterprises Analysis?

a) Business, Information, Approach, Traceability, Safety

b) Business, Information, Approach, Traceability, Scope

c) Business, Information, Application, Technology, Strategy

d) Business, Information, Application, Technology, Security

Sample Online Quiz

http://www.proprofs.com/quiz-school/search.php?search=cbap

Re-certification

- Re-certification will be required during each 3 year Continuing Certification
- Requirements (CCR) cycle
- CBAP™s must earn and report a minimum of 60 Continuing Development Units (CDUs) to re-certify
- Complete an Application for CBAP Certification Renewal
- Pay a renewal fee - $85 (IIBA Members) and $120 (non-members)
- Reaffirm the IIBA Code of Ethical Conduct and Professional Standards
- Recertification Requirements Handbook available at: http://www.theiiba.org/AM/Template.cfm?Section=Process&Template=/CM/ContentDisplay.cfm&ContentID=3284

Where to find more information

- Available on www.theiiba.org
  - CBAP™ Handbook
  - CBAP™ FAQs
  - CBAP™ Application process and forms
  - CBAP™ Recertification Requirements Handbook
  - Business Analysis Body of Knowledge™
- Email: certification@theiiba.org

The End!

Questions?