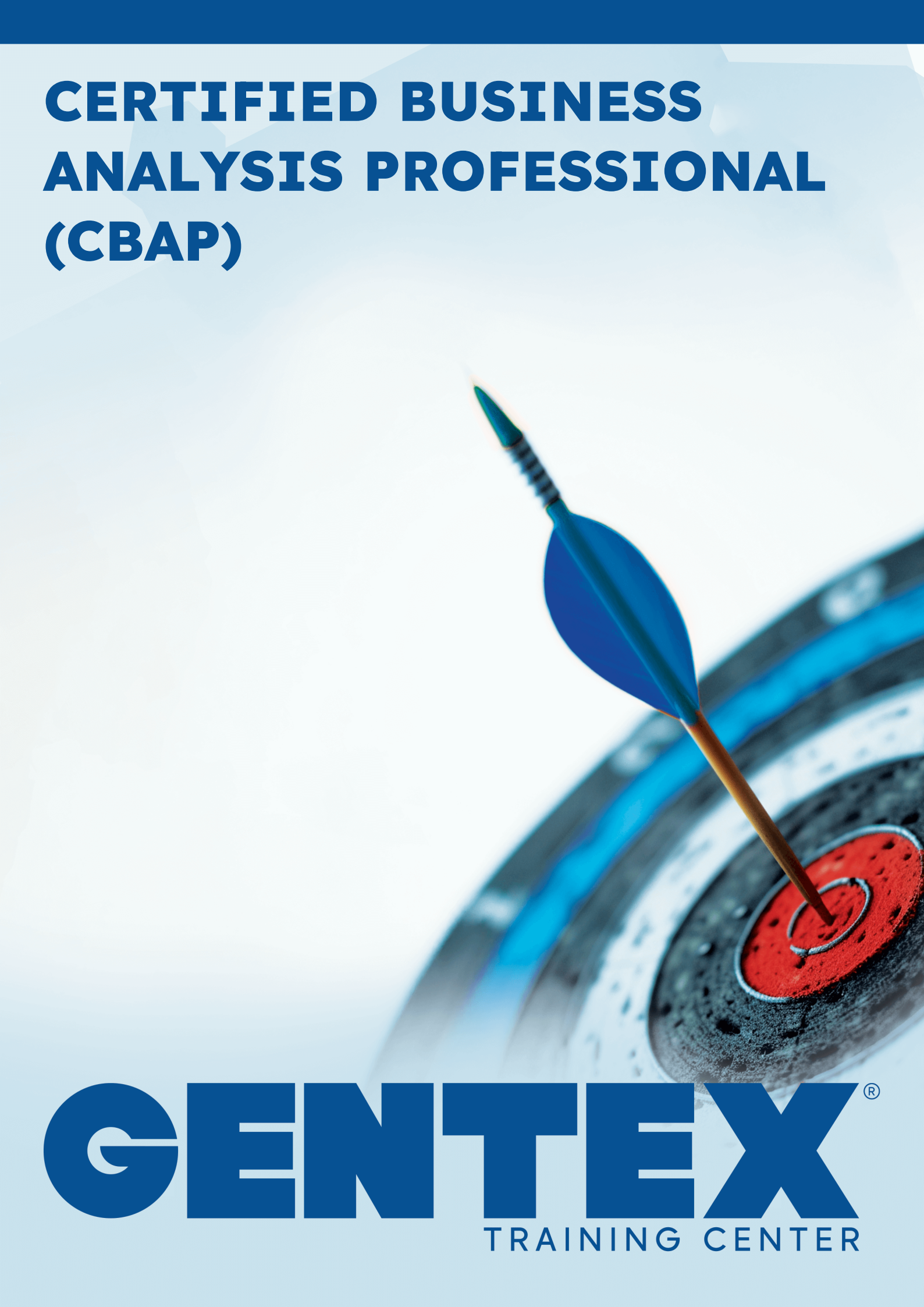
CERTIFIED BUSINESS ANALYSIS PROFESSIONAL (CBAP)



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Introduction

Certified Business Analysis Professional prepares experienced analysts to pass the CBAP examination and to apply the BABOK Guide at practitioner depth. This Training Course covers the six knowledge areas, underlying competencies, and techniques that business analysis work requires. Participants study the Business Analysis Planning and Monitoring knowledge area, Elicitation and Collaboration, Requirements Life Cycle Management, Strategy Analysis, Requirements Analysis and Design Definition, and Solution Evaluation. They also work with the Business Analysis Core Concept Model, stakeholder mapping, the BACCM, business process modelling notation, use cases and user stories, data modelling, state diagrams, decision modelling, MoSCoW and prioritisation techniques, the BABOK techniques catalogue, and the CCBA and CBAP certification pathways. Furthermore, the programme connects knowledge to examination performance through knowledge-area review labs, technique application workshops, and case-based practice. As a result, delegates leave able to apply structured analysis and to sit the examination with confidence.

Certified Business Analysis Professional (CBAP) Course Objectives

- Interpret IIBA eligibility, application, and examination requirements.
- Apply the Business Analysis Core Concept Model to analysis work.
- Apply the six BABOK Guide knowledge areas end to end.
- Plan and monitor business analysis activities and stakeholders.
- Apply elicitation techniques and manage collaboration.
- Manage requirements life cycle from traceability to approval.
- Apply strategy analysis to current and future state definition.
- Model requirements using BPMN, use cases, and data models.
- Evaluate solutions against business value and acceptance criteria.

- Answer case-based examination questions with structured reasoning.

Course Methodology

- Interactive workshops using case-based examination scenarios.
- Knowledge area review and rationale debrief sessions.
- Elicitation, modelling, and prioritisation exercises.
- Traceability and solution evaluation workshops.
- Timed mock examinations with performance analysis.
- Action planning that converts each session into a work commitment.

Who Should Take This Course

- Senior business analysts.
- Business analysis team leads and managers.
- Product owners and requirements engineers.
- Process analysts and transformation specialists.
- Systems analysts and solution consultants.
- Programme analysts supporting change delivery.
- Analysts preparing for CBAP or CCBA certification.

Certified Business Analysis Professional (CBAP) Course Outlines

Day 1: Requirements, Knowledge Areas, and Core Concepts

- IIBA eligibility, application, and examination requirements.
- The Business Analysis Core Concept Model.
- The six BABOK Guide knowledge areas overview.
- Underlying competencies and stakeholder perspectives.
- Business analysis planning and monitoring inputs and outputs.
- Common pitfalls: task memorising without case reasoning.
- Building the analysis foundation pack.

Day 2: Elicitation, Collaboration, and Stakeholders

- Elicitation preparation and technique selection.
- Interviews, workshops, observation, and surveys.
- Document analysis, prototyping, and focus groups.
- Stakeholder mapping and collaboration management.
- Elicitation results confirmation and communication.
- Managing difficult stakeholder situations.
- Building the elicitation and collaboration pack.

Day 3: Requirements Life Cycle and Traceability

- Requirements classification and naming conventions.
- Traceability matrix design and maintenance.
- Requirements approval, baseline, and change control.
- Prioritisation with MoSCoW and value-based methods.
- Requirements reuse and verification of completeness.
- Managing requirements across agile and predictive contexts.
- Building the requirements life cycle pack.

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Day 4: Strategy Analysis and Requirements Modelling

- Current state analysis and problem definition.
- Future state definition and gap analysis.
- Change strategy and transition planning.
- Requirements modelling: BPMN process models and use cases.
- Data modelling, state diagrams, and decision modelling.
- Design options definition and recommendation.
- Building the strategy and modelling pack.

Day 5: Solution Evaluation and Examination Practice

- Solution evaluation measures and acceptance criteria.
- Assessing solution limitations and enterprise limitations.
- Recommending actions to increase solution value.
- Case-based examination question technique.
- Timed mock examination and rationale debrief.
- Revision plan by knowledge area and gap.
- Personal action plan and continuous improvement.

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Conclusion

By successfully completing Certified Business Analysis Professional (CBAP), participants will have acquired a practical command of the six knowledge areas, the Core Concept Model, elicitation and collaboration technique, requirements life cycle management, strategy analysis, requirements modelling, and solution evaluation. They will know how to plan analysis work rather than react to requirements, model a process or data structure that stakeholders can validate, and evaluate a solution against business value rather than delivery volume. In addition, the course prepares delegates to answer case-based examination questions with structured reasoning. As a result, they return to work ready to apply practitioner-depth analysis and to certify. Gentex Training Center delivers this Training Course with a practical, standards-based approach.

FAQs for the Certified Business Analysis Professional (CBAP) course

Q1 What is the "Certified Business Analysis Professional (CBAP)" course about?

It is a five-day programme that prepares experienced analysts to pass the CBAP examination and apply the BABOK Guide at practitioner depth. It covers the six knowledge areas, the Business Analysis Core Concept Model, elicitation and collaboration, requirements life cycle management, strategy analysis, requirements modelling, and solution evaluation.

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Q2 What are the key benefits of the "Certified Business Analysis Professional (CBAP)" course?

Participants gain the ability to plan analysis work rather than react to requirements, model a process or data structure stakeholders can validate, and evaluate a solution against business value rather than delivery volume. They also learn to answer case-based examination questions with structured reasoning.

Q3 What skills will I gain from the "Certified Business Analysis Professional (CBAP)" course?

Framework application with BABOK Guide knowledge area use, Business Analysis Core Concept Model application, and underlying competency assessment, planning and elicitation with business analysis planning and monitoring, elicitation technique selection, stakeholder mapping, and collaboration management, requirements work with requirements classification, traceability matrix design, approval and baseline control, MoSCoW and value-based prioritisation, and verification of completeness, and strategy, modelling and evaluation with current state and future state analysis, gap analysis, change strategy design, BPMN process modelling, use case and user story writing, data modelling, state and decision modelling, design option definition, solution evaluation measure design, acceptance criteria setting, solution limitation assessment, recommendation development, and case-based examination technique.

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Q4 What tools, methods, or standards are covered in the "Certified Business Analysis Professional (CBAP)" course?

The course covers IIBA eligibility, application and examination requirements, the Business Analysis Core Concept Model, the six BABOK Guide knowledge areas, underlying competencies and stakeholder perspectives, business analysis planning and monitoring inputs and outputs, common pitfalls across task memorising without case reasoning, elicitation preparation and technique selection, interviews, workshops, observation and surveys, document analysis, prototyping and focus groups, stakeholder mapping and collaboration management, elicitation results confirmation and communication, managing difficult stakeholder situations, requirements classification and naming conventions, traceability matrix design and maintenance, requirements approval, baseline and change control, prioritisation with MoSCoW and value-based methods, requirements reuse and verification of completeness, managing requirements across agile and predictive contexts, current state analysis and problem definition, future state definition and gap analysis, change strategy and transition planning, requirements modelling across BPMN process models and use cases, data modelling, state diagrams and decision modelling, design options definition and recommendation, solution evaluation measures and acceptance criteria, assessing solution limitations and enterprise limitations, recommending actions to increase solution value, case-based examination question technique, timed mock examination and rationale debrief, and revision plan by knowledge area and gap.

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Q5 How is the "Certified Business Analysis Professional (CBAP)" course applied in real-world practice?

Delegates apply it through IIBA applications, experience documentation, professional development hour records, audit evidence files, business analysis plans, stakeholder maps, stakeholder engagement assessments, elicitation plans, interview guides, workshop agendas, observation notes, survey instruments, document analysis summaries, prototype reviews, elicitation results reports, requirements registers, requirements classification schemes, traceability matrices, approval records, baseline records, change requests, prioritisation matrices, MoSCoW tables, value-based prioritisation models, completeness checklists, current state assessments, problem statements, future state definitions, gap analyses, change strategies, transition plans, BPMN process models, use case specifications, user stories, data models, state diagrams, decision models, design option papers, business cases, solution evaluation plans, acceptance criteria sheets, solution limitation assessments, enterprise limitation assessments, recommendation reports, value improvement plans, mock examination score records, wrong answer logs, rationale debrief notes, knowledge area gap analyses, revision plans, and post-certification development plans. They also use them to chair requirements reviews and to present analysis findings to sponsors and delivery teams.