

ENTRY CERTIFICATE IN BUSINESS ANALYSIS (ECBA)



GENTEX[®]
TRAINING CENTER



Introduction

Organisations change faster than their requirements documents can keep up, and skilled business analysts close that gap. The Entry Certificate in Business Analysis (ECBA) Training Course prepares participants for the foundational practice of business analysis and for the ECBA certification exam. Participants study the six knowledge areas of the BABOK Guide, learn elicitation and modelling techniques, and apply them to realistic scenarios. Furthermore, the programme covers stakeholder collaboration, requirements lifecycle management, and solution evaluation. Delivered by Gentex Training Center over five days, this programme suits new analysts, career changers, and professionals supporting projects. As a result, participants analyse problems confidently and describe solutions clearly.

Entry Certificate in Business Analysis (ECBA) Course Objectives

- Explain the role of the business analyst and the six knowledge areas of the BABOK Guide.
- Apply the Business Analysis Core Concept Model (BACCM) to real situations.
- Plan business analysis activities with stakeholder engagement and governance approaches.
- Select elicitation techniques appropriate to context, stakeholders, and time available.
- Model requirements using process flows, use cases, user stories, and data models.
- Write clear requirements following quality criteria and acceptance formats.
- Trace, prioritise, and manage requirements through the lifecycle.
- Apply the RACI matrix and stakeholder mapping during requirements work.
- Evaluate proposed solutions against business needs and defined measures.
- Prepare for ECBA exam domains: business analysis planning, elicitation, and requirements analysis.



Course Methodology

- Structured sessions following the BABOK Guide knowledge areas.
- Elicitation and modelling workshops using realistic business scenarios.
- Case studies covering process improvement and system implementation projects.
- Practice exam questions with explanation and debrief.
- Group exercises producing requirements documents and models.
- Individual study planning and exam preparation guidance.

Who Should Take This Course

- Aspiring business analysts entering the profession.
- Project coordinators and team members supporting requirements work.
- IT, operations, and finance staff translating business needs.
- Product owners and product support specialists.
- Career changers moving into analysis roles.
- Quality assurance and testing professionals.
- Recent graduates preparing for analyst positions.

Entry Certificate in Business Analysis (ECBA) Course Outlines

Day 1: Foundations of Business Analysis

- The business analyst role, mindset, and competencies.
- The BABOK Guide structure and its six knowledge areas.

LEARN BOLD. LEAD BEYOND

GENTEX Training Center LLC | Orlando - FL, USA
Info@gentextraining.com



- Business Analysis Core Concept Model (BACCM): change, need, solution, stakeholder, value, context.
- Business analysis planning and monitoring.
- Stakeholder identification, mapping, and the RACI matrix.
- Governance, decision making, and information management approaches.
- Self-assessment: current business analysis skills.

Day 2: Elicitation and Collaboration

- Preparing for elicitation and choosing techniques.
- Interviews, workshops, observation, and focus groups.
- Surveys, document analysis, and prototyping.
- Facilitation techniques and managing group dynamics.
- Confirming elicitation results and documenting findings.
- Communicating business analysis information to stakeholders.
- Workshop: running a requirements elicitation session.

Day 3: Requirements Analysis and Modelling

- Requirements classification: business, stakeholder, solution, transition.
- Process modelling with BPMN and swimlane diagrams.
- Use cases, user stories, and acceptance criteria.
- Data modelling: entity relationship diagrams and data dictionaries.
- Writing quality requirements using the characteristics of good requirements.
- Requirements prioritisation with MoSCoW and value-based methods.
- Workshop: producing a requirements model and specification.





Day 4: Requirements Life Cycle and Solution Evaluation

- Tracing requirements through the lifecycle.
- Managing requirements changes and version control.
- Approval, baseline, and requirements reuse.
- Solution evaluation: measures, KPIs, and limitation assessment.
- Assessing solution performance against business value.
- Recommending actions on underperforming solutions.
- Practice: tracing requirements and writing evaluation criteria.

Day 5: ECBA Exam Preparation and Application

- ECBA certification structure and eligibility requirements.
- Exam domains and question styles explained.
- Practice questions with guided debrief and reasoning.
- Techniques summary: when to apply each one.
- Building a personal study plan and revision timetable.
- Case exercise: a full business analysis cycle from need to solution.
- Final review, peer discussion, and course consolidation.



Conclusion

By successfully completing the Entry Certificate in Business Analysis (ECBA) Training Course, participants will have acquired practical knowledge of the BABOK Guide knowledge areas, the BACCM framework, elicitation techniques, process and data modelling, requirements lifecycle management, and solution evaluation methods. In addition, they will approach their certification preparation with a clear study plan. Gentex Training Center delivers this programme through modelling workshops and practice examinations, so participants apply their new knowledge immediately.

FAQs

Q1 What is the "Entry Certificate in Business Analysis (ECBA)" course about?

The course introduces the foundational practice of business analysis and prepares participants for the ECBA certification. It covers the BABOK Guide knowledge areas, elicitation techniques, requirements modelling, lifecycle management, and solution evaluation.

Q2 What are the key benefits of the "Entry Certificate in Business Analysis (ECBA)" course?

Participants gain a structured method for turning vague business needs into clear, testable requirements. Furthermore, they collaborate more effectively with stakeholders, reduce rework on projects, and prepare for a recognised professional certification. As a result, they contribute with confidence from the start.



Q3 What skills will I gain from the "Entry Certificate in Business Analysis (ECBA)" course?

Participants gain business analysis planning and stakeholder collaboration, elicitation and requirements gathering, requirements modelling and analysis, and requirements lifecycle and solution evaluation. These four skills combine to support effective analysis work on any project.

Q4 What tools, methods, or standards are covered in the "Entry Certificate in Business Analysis (ECBA)" course?

The programme covers the BABOK Guide and its six knowledge areas, the Business Analysis Core Concept Model (BACCM), RACI matrices, stakeholder mapping, BPMN and swimlane process models, use cases and user stories, entity relationship diagrams and data dictionaries, MoSCoW prioritisation, requirements traceability, and solution evaluation measures.

Q5 How is the "Entry Certificate in Business Analysis (ECBA)" course applied in real-world practice?

Analysts apply it when gathering requirements for a new system, mapping an existing business process, documenting user stories for development teams, evaluating whether a delivered solution met its objectives, and supporting change initiatives from concept through to implementation.