

# Certification of Competency in Business Analysis (CCBA)

**Duration: 5 Days**

## Course Description:

The Certification of Competency in Business Analysis (CCBA) course is designed to equip learners with the advanced knowledge and skills needed to succeed as professional business analysts. Rooted in the standards of the BABOK® Guide, this certification course covers essential business analysis principles, from understanding the role of a business analyst to mastering techniques and underlying competencies required in the field.

Learners will delve into topics like requirements life cycle management, strategy analysis, and solution evaluation, gaining valuable insights into business analysis planning, elicitation, collaboration, and more. By completing this course and obtaining the CCBA certification, professionals demonstrate their commitment to the field, potentially leading to career advancement and recognition. The CCBA certification is globally recognized and serves as a valuable step toward advanced credentials such as CBAP.

## Target Audience:

The CCBA course is tailored for professionals seeking to elevate their expertise in business analysis. Ideal participants include:

- Business Analysts
- Project Managers
- Consultants
- Product Managers
- Process Improvement Specialists
- Systems Analysts
- Quality Assurance Specialists
- Product Owners
- IT Professionals
- Change Management Professionals
- Team Leaders
- Functional Managers
- Trainers and Coaches

## Prerequisites:

To successfully undertake training in the Certification of Capability in Business Analysis (CCBA) course, participants should meet the following minimum prerequisites:

- A basic understanding of business processes and the role of business analysis within an organization.
- Some practical experience in a business analysis role, which could include tasks like requirements gathering, stakeholder engagement, or business process improvement.

- Familiarity with general business and IT terminology to facilitate understanding of the concepts presented in the BABOK® Guide.
- Good communication skills, as business analysis involves interacting with stakeholders and effectively documenting and presenting findings.
- Analytical thinking and problem-solving abilities to understand complex business challenges and propose viable solutions.
- Willingness to learn and adapt, as the course will cover a range of techniques and knowledge areas that may be new to the student.

## Course Objectives:

- Understand the purpose and structure of the BABOK® Guide, establishing a foundation for best practices in business analysis.
- Grasp the core concepts of business analysis, including the Business Analysis Core Concept Model™ and the classification of requirements.
- Develop skills to effectively plan and monitor business analysis activities, ensuring alignment with business objectives and stakeholder needs.
- Master elicitation and collaboration techniques to accurately gather and confirm business requirements, enhancing stakeholder communication.
- Learn to manage the requirements life cycle, including tracing, maintaining, prioritizing, assessing changes, and gaining approval of requirements.
- Analyze current business states, define future states, assess risks, and formulate strategies for change to guide successful business transformations.
- Enhance abilities in requirements analysis and design definition, ensuring solutions meet business needs and deliver expected value.
- Evaluate solution performance through measurement and analysis, recommending improvements to maximize benefits and overcome limitations.
- Strengthen underlying competencies such as analytical thinking, problem-solving, communication, and interaction skills critical for business analysts.
- Explore a variety of analysis techniques and perspectives, including Agile, Business Intelligence, and Business Process Management, to adapt to different project environments.

## Course Outlines:

### Chapter 1: Introduction

- Purpose of the BABOK® Guide
- What is Business Analysis?
- Who is a Business Analyst?
- Structure of the BABOK® Guide

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## COURSE OUTLINE

### Chapter 2: Business Analysis Key Concepts

- The Business Analysis Core Concept Model™
- Key Terms
- Requirements Classification Schema
- Stakeholders
- Requirements and Designs

### Chapter 3: Business Analysis Planning and Monitoring

- Plan Business Analysis Approach
- Plan Stakeholder Engagement
- Plan Business Analysis Governance
- Plan Business Analysis Information Management
- Identify Business Analysis Performance Improvements

### Chapter 4: Elicitation and Collaboration

- Prepare for Elicitation
- Conduct Elicitation
- Confirm Elicitation Results
- Communicate Business Analysis Information
- Manage Stakeholder Collaboration

### Chapter 5: Requirements Life Cycle Management

- Trace Requirements
- Maintain Requirements
- Prioritize Requirements
- Assess Requirements Changes
- Approve Requirements

### Chapter 6: Strategy Analysis

- Analyze Current State
- Define Future State
- Assess Risks
- Define Change Strategy

### Chapter 7: Requirements Analysis and Design Definition

- Specify and Model Requirements
- Verify Requirements
- Validate Requirements
- Define Requirements Architecture
- Define Design Options
- Analyze Potential Value and Recommend Solution

### Chapter 8: Solution Evaluation

- Measure Solution Performance
- Analyze Performance Measures
- Assess Solution Limitations
- Assess Enterprise Limitations
- Recommend Actions to Increase Solution Value

### Chapter 9: Underlying Competencies

- Analytical Thinking and Problem Solving
- Behavioral Characteristics
- Business Knowledge
- Communication Skills
- Interaction Skills
- Tools and Technology

### Chapter 10: Techniques

- Acceptance and Evaluation Criteria
- Backlog Management
- Balanced Scorecard
- Benchmarking and Market Analysis
- Brainstorming
- Business Capability Analysis
- Business Cases
- Business Model Canvas
- Business Rules Analysis
- Collaborative Games
- Concept Modeling
- Data Dictionary
- Data Flow Diagrams
- Data Mining
- Data Modeling
- Decision Analysis
- Decision Modeling
- Document Analysis
- Estimation
- Financial Analysis
- Focus Groups
- Functional Decomposition
- Glossary
- Interface Analysis
- Interviews
- Item Tracking
- Lessons Learned
- Metrics and KPIs
- Mind Mapping
- Non-Functional Requirements Analysis
- Observation
- Organizational Modeling
- Prioritization
- Process Analysis
- Process Modeling
- Prototyping
- Reviews
- Risk Analysis and Management
- Roles and Permissions Matrix
- Root Cause Analysis
- Scope Modeling
- Sequence Diagrams
- Stakeholder List, Map, or Personas
- State Modeling
- Survey or Questionnaire
- SWOT Analysis
- Use Cases and Scenarios
- User Stories
- Vendor Assessment
- Workshops

### Chapter 11: Perspectives

- The Agile Perspective
- The Business Intelligence Perspective
- The Information Technology Perspective
- The Business Architecture Perspective
- The Business Process Management Perspective

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