

# Certified Business Analysis

## Professional (CBAP) version 3



**Amman – Jordan**

**March 02<sup>nd</sup> – March 9<sup>th</sup>, 2019**

**Instructor**

**Mr. Tareq Al Nashawati**

***Certified CBAP, PMP***

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# 1 PROGRAM VALUE

This course teaches participants the overall process of business analysis and where it fits in the bigger picture of the project life cycle and the business context. The course is interactive and combines discussion, active workshops, and demonstrations of techniques.

Business Analysis dramatically increases the chances of successfully completing and correctly engineering the most difficult component of a project – the project's requirements. While Business Analysis has been around for a while now, only in the past few years has the profession been formally codified and certified by the International Institute of Business Analysis (IIBA®).

In this course, you gain knowledge of the role and function of the business analyst. Our BA training is designed to address the standards established by the IIBA's A Guide to the Business Analysis Body of Knowledge (BABOK®).

## 2 TARGET AUDIENCE

It is important for you to attend if you:

- Work as a business analyst.
- Define and manage requirements through the development life cycle.
- Executives
- Functional managers
- Any other individuals interested in Business Analysis course.

### 3 PROGRAM OBJECTIVES

The purpose of this course is to examine all aspects of the difficult job facing the business analyst (BA), encompassing not only the requirements, but also the higher-level tasks that senior BAs perform. Upon completion of this course, the participant will:

- Understand the fundamental skills that BAs must possess.
- Be capable of planning for and monitoring the BA process on a project.
- Be immersed in the techniques of eliciting and verifying project requirements.
- Understand the techniques used to analyze and document requirements.
- Be able to assist in solution selection on a project.
- Understand the process of testing and quality assurance.

## 4 ABOUT THE IIBA®

International Institute of Business Analysis (IIBA®) is an independent non-profit professional association serving the growing field of Business Analysis. For individuals working in a broad range of roles – business analysis, systems analysis, requirements analysis or management, project management, consulting, process improvement and more – IIBA can help you do your job better and enhance your professional life.

IIBA has become the leading association in the world of business analysis through the creation of the Business Analysis Body of Knowledge® (BABOK®), the collection of knowledge within the BA profession, reflecting the current generally accepted practices. We help business analysts develop their skills and further their careers by providing access to unique and relevant content and member forums, as well as through our Endorsed Education Provider (EEP™) Programs.

The organization has also created the Certified Business Analysis Professional™ (CBAP®) designation and awarded this title to over 100 individuals. To receive the CBAP® designation, candidates must successfully demonstrate their expertise by itemizing their hands-on work experience in business analysis through the CBAP® application process and pass the IIBA® CBAP® examination.

## 5 BENEFITS TO BE A CBAP™ FOR INDIVIDUAL

- Demonstrated knowledge of the skills necessary to be an effective Business Analyst.
- A proven level of competence in the principles and practices of business analysis.
- Participation in a recognized professional group.
- Recognition of professional competence by professional peers and management.
- Advanced career potential due to recognition as a professional Business Analysis practitioner.
- Employee development and recognition.
- CBAPs™ have signed a Code of Conduct.
- Certified Business Analysis Professionals™ are acknowledged as competent individuals.
- CBAPs™ perform a role increasingly recognized as a vital component of any successful project.
- CBAPs™ are identified as individuals with an advanced level of knowledge and qualifications.
- CBAPs™ follow established standards.
- CBAPs™ produce reliable, quality results with increased efficiency and consistency.
- Reduced risk.

## 6 BENEFITS TO BE A CBAP™ FOR ORGANIZATIONS

- Establishment and implementation of Business Analysis best practices as outlined in the Business Analysis Body of Knowledge® (BABOK®) by individuals acknowledged as knowledgeable and skilled.
- More reliable, higher quality results produced with increased efficiency and consistency.
- Identification of professional Business Analysts to clients and business partners.
- Professional development and recognition for experienced Business Analysts.
- Demonstrated commitment to the field of Business Analysis increasingly recognized as a vital component of any successful project.
- Demonstrate dedication to the Business Analysis profession.
- Ability to enhance the profession and have a voice among other professions.
- Expedited professional advancement.
- Demonstrate knowledge of the skills necessary to be an effective Business Analyst.
- Show a professional level of competence in the principles and practices of business analysis.
- Advance career potential by a separate and distinct career path within the information technology industry and business community.
- Networking opportunities.



## 7 PROGRAM DESCRIPTION

### ❖ Introduction

- ◆ What is Business Analysis?
- ◆ About IIBA
- ◆ What is the Business Analysis Body of Knowledge?
- ◆ Business Analysis Perspectives
  - Agile,
  - Business Intelligence,
  - Information Technology,
  - Business Architecture
  - Business Process Management.
- ◆ Business Analysis Core Concept Model
- ◆ Key Terms
- ◆ Knowledge Areas
- ◆ Requirements Classification Schema
- ◆ Other Sources of Business Analysis Information

### ❖ Underlying Competencies

- ◆ Analytical Thinking and Problem Solving
- ◆ Behavioural Characteristics
- ◆ Business Knowledge
- ◆ Communication Skills
- ◆ Interaction Skills
- ◆ Tools & Technology

### ❖ 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

### ❖ Elicitation and Collaboration

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

#### ❖ **Requirements Life Cycle Management**

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

#### ❖ **Strategy Analysis**

- ◆ Analyse Current State
- ◆ Define Future State
- ◆ Assess Risks
- ◆ Define Change Strategy

#### ❖ **Requirements Analysis and Design Definition**

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

#### ❖ **Solution Evaluation**

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

## ❖ **Techniques**

- ◆ Acceptance and Evaluation Criteria Definition
- ◆ Backlog Management
- ◆ Balanced Scorecard
- ◆ Benchmarking and Market Analysis
- ◆ Brainstorming
- ◆ Business Capability Analysis
- ◆ Business Cases
- ◆ Business Model Canvas
- ◆ Business Rules Analysis
- ◆ Collaborative Games
- ◆ Concept Modelling
- ◆ Data Dictionary
- ◆ Data Flow Diagrams
- ◆ Data Mining
- ◆ Data Modelling
- ◆ Decision Analysis
- ◆ Document Analysis
- ◆ Estimation
- ◆ Financial Analysis
- ◆ Focus Groups
- ◆ Functional Decomposition
- ◆ Glossary
- ◆ Interface Analysis
- ◆ Interviews
- ◆ Item Tracking
- ◆ Lessons Learned
- ◆ Metrics and Key Performance Indicators
- ◆ Mind Mapping
- ◆ Non-functional Requirements Analysis
- ◆ Observation
- ◆ Organizational Modelling

- ◆ Prioritization
- ◆ Process Analysis
- ◆ Process Modelling
- ◆ Prototyping
- ◆ Reviews
- ◆ Risk Analysis and Management
- ◆ Roles and Permissions Matrix
- ◆ Root Cause Analysis
- ◆ Scope Modelling
- ◆ Sequence Diagrams
- ◆ Stakeholder List, Map, or Personas
- ◆ State Modelling
- ◆ Survey or Questionnaire
- ◆ SWOT Analysis
- ◆ Use Cases and Scenarios
- ◆ User Stories
- ◆ Vendor Assessment
- ◆ Workshops

## 8 PROGRAM LEADER

### Tareq A. Nashawati, Certified CBAP, PMP

About twenty years of intensive experience in Training and managing Projects in several international and Jordanian organizations such as UNOPS, UNESCO, MoE (Jordan), MoL (UAE), NBK (Kuwait) and MoI (KSA), with an extensive experience in communication and soft skills. Expert in training programs and material development like Project management, a variety of soft skills programs such as Time Management and Team Building, with high and effective customization for the specific needs of trainees. He also has excellent experience in the psychological and managerial aspects of stress and change adoption subject.

Tareq holds a Bachelor's Degree in Business Administration from Amman University, **Certified CBAP** (Certified Business Analysis Professional) from the IIBA, a Project Management Professional (PMP) from the Project Management Institute (PMI), Certified Bullet Proof Manager (BPM) and N.L.P Practitioner, CoRT de Bono Thinking Program certified trainer, MS- EPM Solution for Project Managers & MS- EPM Solution for System Administrators in addition to other Professional certificates.

Tariq has conducted many courses such as:

- **CBAP** training course both as in-house training and public courses for more than 14 times
- PMP Certification Program
- EPM Team members training course
- EPM for Project Managers
- MS-Project Professional for Project Managers
- MS-EPM Administration
- CoRT de Bono Thinking Program Modules 1&2.
- Developing Creative thinking
- Neuro Linguistic Programming Training (3 Levels) Other soft skills
- Training Programs (team building, Motivation, Essential Management & Soft Skills)

## 9 FEES AND LOGISTICS

### 9.1 Dates & Times

Training will have duration of **35 hours**, which will be distributed on **8 sessions**.

Time of the course will be details as per the below:

- Sunday to Thursday from 5:00 PM till 8:30PM **includes:**
  - **Welcome Coffee Break.**
  - **Rich Coffee Break.**
- Saturday will be a full day from 10:00AM till 5:00PM **includes:**
  - **Welcome Coffee Break.**
  - **Rich Coffee Break.**
  - **Lunch**

Will be conducted in the period between 02<sup>nd</sup> March to 9<sup>th</sup> March 2019.

### 9.2 Venue

Will be defined 10 days prior to the date of course.

### 9.3 Fees

**The course cost 780 JD.**

Price includes:

1. Training material
2. An **original copy** of the Guide to the Business Analysis Body of Knowledge®  
**(BABOK® Guide 3rd edition).**
3. Certificates by Transition Tech **as the first Endorsed Education Provider (EEP) in Jordan.**

## 10 CONTACT INFO

For more details, please contact us:

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## 11 ENDORSED EDUCATION PROVIDER

