

## Business Analysis Professional (CBAP)

### Course Methodology

This course is designed to offer an immersive and interactive learning experience. It employs a blend of theoretical instruction and practical application to ensure participants understand not just the 'what' but also the 'why' and 'how' of business analysis. With the help of case studies derived from actual business scenarios, each module introduces fundamental concepts through engaging presentations and group discussions. This dynamic approach enables participants to practically apply their theoretical knowledge, fostering a deep understanding and application of business analysis principles.

### Course Objectives

**By the end of the course, participants will be able to:**

- Define the foundational principles of business analysis and explain their value within an organizational context
- Identify project stakeholders and apply various elicitation techniques to gather requirements
- Evaluate requirements to ensure clarity, feasibility, and alignment with project goals
- Analyze potential solutions against pre-defined criteria to ensure optimal project outcomes
- Design actionable strategies and monitoring systems for project implementation

### Target Audience

This course is designed for aspiring business analysts who wish to enter the field of business analysis and for existing business analysts who want to upgrade their skills and formalize their knowledge. In addition, this course benefits team leaders who interact with business analysts and benefit from a better understanding of business analysis to improve project outcomes.

### Target Competencies

- Stakeholder management
- Applying elicitation techniques
- Requirements evaluation
- Requirements management
- Solution evaluation
- Performance monitoring

### Foundations of Business Analysis

- Introduction to business analysis
- Guiding principles and best practices
- The value proposition of business analysis
- Skills and competencies
- Ethics and professionalism

## **Stakeholder Engagement and Requirement Elicitation**

- Stakeholder identification
- Elicitation techniques overview
- Selecting the right technique
- Recording and documenting elicited requirements
- Managing stakeholder expectations

## **Requirements Evaluation and Validation**

- Introduction to requirement quality
- Feasibility analysis
- Alignment with project goals
- Requirement validation techniques
- Requirement changes and management

## **Solution Analysis and Selection**

- Gap analysis
- Solution evaluation techniques
- Solution selection criteria
- Recommendation development
- Stakeholder buy-in

## **Strategy Design and Monitoring for Implementation**

- Strategy formulation
- Monitoring mechanisms
- Feedback loops
- Risk management in implementation
- Closing projects