

Business Analysis Body of Knowledge (BABOK): Mastering Core Techniques, Requirements & Strategy

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Course Overview:

The course is an intensive 1-week program for professionals aiming to align with IIBA standards and master business analysis techniques. Based on BABOK v3, it covers six key areas: Business Analysis Planning & Monitoring, Elicitation & Collaboration, Requirements Lifecycle Management, Strategy Analysis, Requirements Analysis & Design Definition, and Solution Evaluation. Participants will learn to engage stakeholders, manage requirements, and evaluate solutions using tools like SWOT analysis and business process modeling. This hands-on course prepares learners for CBAP and CCBA exams in both Agile and traditional environments.

Target Audience:

- Business Analysts
- Project Managers
- Requirements Engineers
- Product Owners
- Business Consultants
- Process Improvement Specialists
- IT Analysts

Targeted Organizational Departments:

- Strategy & Planning
- Information Technology
- Product Development
- Operations & Process Improvement
- Compliance & Risk Management
- Quality Assurance

Targeted Industries:

- Financial Services
- Healthcare
- Government & Public Sector
- Technology & Software
- Telecommunications
- Energy & Utilities
- Manufacturing

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Course Offerings:

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

- Apply the BABOK v3 framework to real-world analysis scenarios
- Elicit, document, and manage business requirements effectively
- Perform stakeholder engagement and impact analysis
- Develop business cases, SWOT analysis, and process models
- Evaluate solution performance with KPIs and decision models
- Design requirement specifications using user stories, use cases, and prototypes
- Align business analysis with Agile and IT perspectives
- Prepare for CBAP & CCBA certification exams

Training Methodology:

This course adopts a blended learning model that combines instructor-led training with case studies, simulations, and interactive discussions. Daily sessions include workshops that mimic real business analysis challenges. Group activities encourage collaborative problem-solving, and participants will engage in stakeholder role-play, SWOT workshops, wireframing exercises, and process modeling labs.

Course Toolbox:

- BABOK v3 Guide Digital Copy
- Requirements Templates BRD, FRD
- Stakeholder Analysis Matrix
- SWOT & Root Cause Analysis Worksheets
- Use Case & User Story Templates
- Wireframing & Prototyping Methods
- Business Process Modeling Notation BPMN Toolkit
- Exam Prep Sample Questions for CBAP & CCBA

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Course Agenda:

Day 1: Foundations and Core Concepts

- **Topic 1:** Introduction to BABOK v3 Structure and Certification Paths
- **Topic 2:** Business Analysis Key Concepts and Core Competencies
- **Topic 3:** Business Analysis Planning and Monitoring Techniques
- **Topic 4:** Planning BA Approach, Governance, and Performance Monitoring
- **Topic 5:** Stakeholder Identification and Engagement Strategies
- **Topic 6:** Needs Assessment and Business Problem Definition
- **Reflection & Review:** Summary of foundational BA concepts and planning Methods

Day 2: Elicitation and Collaboration

- **Topic 1:** Introduction to Elicitation and Collaboration Knowledge Area
- **Topic 2:** Preparing for Elicitation – Techniques and Planning Methods
- **Topic 3:** Conducting Elicitation – Interviews, Workshops, Observations
- **Topic 4:** Confirming and Communicating Elicitation Results
- **Topic 5:** Stakeholder Collaboration and Conflict Management
- **Topic 6:** Applying Elicitation in Agile and Hybrid Projects
- **Reflection & Review:** Best practices in capturing and refining stakeholder needs

Day 3: Requirements Lifecycle Management & Strategy

- **Topic 1:** Managing Requirements Traceability and Reuse
- **Topic 2:** Assessing Requirements Changes and Managing Conflicts
- **Topic 3:** Strategy Analysis – Current State and Future State Modeling
- **Topic 4:** Risk Analysis, SWOT Analysis, and Root Cause Techniques
- **Topic 5:** Defining Business Needs and Business Case Development
- **Topic 6:** Aligning Strategy Analysis with Enterprise Architecture
- **Reflection & Review:** Real-world case discussions on strategic analysis

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Day 4: Requirements Analysis and Design Definition

- **Topic 1:** Specifying and Modeling Requirements Textual, Visual, Matrix
- **Topic 2:** Verifying and Validating Requirements
- **Topic 3:** Use Cases, User Stories, and Acceptance Criteria
- **Topic 4:** Process Modeling DFDs, BPMN and Functional Decomposition
- **Topic 5:** Wireframes, Prototypes, and Interface Requirements
- **Topic 6:** Prioritizing Requirements for Value Delivery
- **Reflection & Review:** Evaluation of design models and stakeholder feedback

Day 5: Solution Evaluation and Exam Prep

- **Topic 1:** Measuring Solution Performance KPIs, Balanced Scorecards
- **Topic 2:** Analyzing Performance Measures and Recommendations
- **Topic 3:** Addressing Limitations in the Solution or Enterprise
- **Topic 4:** Agile, BI, and Business Architecture Perspectives
- **Topic 5:** CBAP & CCBA Exam Prep Strategies and Mock Practice
- **Topic 6:** Final Capstone Case Presentation by Participants
- **Reflection & Review:** Consolidation, certification planning, and course wrap-up

FAQ:

What specific qualifications or prerequisites are needed for participants before enrolling in the course?

No formal prerequisites are required. However, a background in business, IT, or project management is beneficial. Familiarity with basic analysis or stakeholder interaction is recommended for better learning outcomes.

How long is each day's session, and is there a total number of hours required for the entire course?

Each day's session is generally structured to last around 4-5 hours, with breaks and interactive activities included. The total course duration spans one week, approximately 20-25 hours of instruction.

What is the difference between "Requirements Analysis" and "Design Definition" in the BABOK?

According to the BABOK, Requirements Analysis involves structuring and organizing requirements, while Design Definition focuses on defining potential solutions and validating those against business needs.

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How This Course is Different from Other Business Analysis Body of Knowledge Courses:

This course uniquely follows the BABOK v3 structure and integrates core and advanced techniques aligned with IIBA certifications. It combines BABOK Certification Training, Requirements Specification, Business Rule Analysis, and Agile Perspective into one curriculum. The training is experiential, focusing on practical applications such as process modelling, decision trees, user story creation, and SWOT analysis. It bridges theory and certification with exam preparation for CBAP and CCBA, offering personalised guidance and case-based learning.

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- Certified Courses By International Bodies
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- Crisis Management and Business Continuity Training Courses
- Data Analytics Training and Data Science Courses
- Digital Government & Public Service Training Courses
- Education and Learning Development Training Courses
- Environment & Sustainability Training Courses
- Facilities and Real Estate Training Courses
- Finance and Accounting Training Courses
- Governance, Risk and Compliance Training Courses
- Healthcare Management Training Courses
- Heritage Conservation and Museum Management Training Courses
- Hospitality and Tourism Training Courses
- Human Resources Training and Development Courses
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