PMI-PBA Boot Camp Training

Duration: **5 Day**

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Overview

Learn exactly what you need to know to pass the PMI-PBA exam on your first try and add this BA credential to your qualifications.

Today more than ever the world is moving towards project-based work. The jobs of business analysts and solution builders are intermingled with project environments and management of projects. PMI has recognized the need to educate and certify the role of the business analyst as viewed through the lens of the project. With the introduction of the PBA credential, PMI is formalizing the importance of BA work in the project management world. They have highlighted specific knowledge areas, skills, and published materials which describe the value of business analysis to projects and built the new PMI-PBA certification around them.

As the nation's largest trainer on business analysis skills, nobody understands this evolution better than us. This PMI-PBA training course walks you through how PMI has constructed the certification, what material is covered on the exam, and why it matters to your job.

Who Should Attend?

Anyone involved in business analysis and/or project work will see substantial career enhancement by earning the PMI-PBA®. A few of the most relevant professionals include:

- Business Customers, Users or Partners
- Business Analysts
- Business Systems Analysts
- Project Managers or Team Leaders
- Systems Architects or Designers
- IT Managers/Directors
- Systems or Application Developers
- QA Professionals
- Systems Testers
- Systems Analysts
- Anyone wanting to enhance their business analysis skills

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What You Will Learn

- Increase your odds of passing the PMI Professional in Business Analysis (PMI-PBA)® the first time
- Advance your career opportunities and career path options in the business analysis profession
- Shorten study time by streamlining the recommended exam resources
- Run through simulated practice exams for the Business Analysis: Process Groups, Knowledge Areas, Processes, and Competencies
- Learn the essential areas necessary to pass the exam
- Master the 6 Business Analysis Process Groups and 6 Business Analysis Knowledge Areas that constitute the exam
- Conquer the 35 Business Analysis Processes
- Grasp the tasks for eliciting, analyzing, documenting, validating, and verifying requirements
- Become proficient with business analysis terminology
- Create a personalized test-taking strategy based on your strengths and opportunities

Outline

The PMI-PBA Boot Camp is designed to help you succeed on your first exam attempt. During each of the six business analysis knowledge areas from The PMI Guide To Business Analysis and the five domains identified in the PMI-PBA® Examination Content Outline, you will be continuously exposed to review questions to reinforce the information reviewed during the lecture and discussion portions. These review questions are comparable to the types of questions you will experience on the actual exam. This course has aligned the thirty-five Business Analysis Processes, the six Business Analysis Process Groups, the five Business Analysis Domains, and the forty Knowledge and Skills within the six Business Analysis Knowledge Areas to help you understand how they interrelate.

I. Introduction and Foundation of the Certification
The field of business analysis is rich with terms, concepts, tools, techniques, and processes. This beginning section sets the foundation of key terms to know in order to prepare you for the five domain areas and forty knowledge and skills areas that are part of the exam:

1. The value of business analysis
2. Common vocabulary
3. Foundational elements
4. Business Analysis Processes
5. Business Analysis Process Groups
6. Business Analysis Knowledge Areas
7. Business Analysis Tailoring

Practice sessions:
Participants will define key terms in order to understand the foundations of the business analysis profession and practice answering questions similar to the exam.

II. Business Analysis Environment
The profession of business analysis is influenced by the environment and organization in which it is performed. This section focuses on the two major categories of influence, both internally and externally.

1. Enterprise environmental factors (EEFs)
2. Organizational process assets (OPAs)

Practice sessions:
Participants will review their understanding of EEFs and OPAs with concept review questions.

III. Role of the Business Analyst
Even though business analysis has been performed for decades, there is much confusion about the role and who performs the work of business analysis. This section provides context for the role of the business analyst, background and support of the role, and the essential competencies to succeed in business analysis.

1. Definition of a Business Analyst
2. The business analysts' influence
3. Key competencies for business analysts

Practice sessions:
Participants will review their understanding of the role of the business analyst with concept review questions. Participants will reflect on the evolution of the business analyst role and the relationship between the business analyst and project manager.

IV. Needs Assessment
The first Business Analysis Knowledge Area of the exam is where people begin their requirements process and the activities that lead to project success. Emphasis is placed on the business analysis processes used to define the business problem or opportunity and perform needs assessment. Needs assessment encompasses 18 percent of the exam. In this section we review how to effectively perform these seven business analysis processes:

1. Identify problem or opportunity
2. Assess current state
3. Determine future state
4. Determine viable options and provide recommendation
5. Facilitate product roadmap development
6. Assemble business case
7. Support charter development

Practice sessions:
Participants will review their understanding of the Needs Assessment Knowledge Area with concept review questions. Participants will reflect on the seven Needs Assessment business analysis processes and discuss why Needs Assessment is important.

V. Stakeholder Engagement
This Business Analysis Knowledge area focuses on identification and analysis of people who have an interest in the solution outcome. Emphasis is placed on how to collaborate and communicate with stakeholders to keep them engaged in the project, program, and/or portfolio. In this section we review how to effectively perform these seven business analysis processes:

1. Identify stakeholders
2. Conduct stakeholder analysis
3. Determine stakeholder engagement and communication approach
4. Conduct business analysis planning

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5. Prepare for transition to future state
6. Manage stakeholder engagement and communication
7. Assess business analysis performance

Practice sessions:
Participants will review their understanding of the Stakeholder Engagement Knowledge Area with concept review questions. Participants will reflect on the seven Stakeholder Engagement business analysis processes and discuss why Stakeholder Engagement is important.

VI. Elicitation
This section emphasizes how a business analysis professional plans and prepares for elicitation, conducts elicitation and confirms elicitation results from the sources used to obtain information for the project, program, and/or portfolio. In this section we review how to effectively perform these four business analysis processes:

1. Determine elicitation approach
2. Prepare for elicitation
3. Conduct elicitation
4. Confirm elicitation results

Practice sessions:
Participants will review their understanding of the Elicitation Knowledge Area with concept review questions. Participants will reflect on the four Elicitation business analysis processes and discuss why Elicitation is important.

VII. Analysis
Analysis of the requirements involves making sense of what has been revealed during Elicitation. This Knowledge Area includes performing the following requirements activities: analyzing, decomposing, accepting, verifying, validating, prioritizing, and assessing product design options. The Analysis domain contains 35 percent of the exam (which also includes the Elicitation Knowledge Area – Section VI). In this section we'll cover the following nine business analysis processes:

1. Determine analysis approach
2. Create and analyze models
3. Define and elaborate requirements
4. Define acceptance criteria
5. Verify requirements
6. Validate requirements
7. Prioritize requirements and other product information
8. Identify and analyze product risks
9. Assess product design options

Practice sessions:
Participants will review their understanding of the Analysis Knowledge Area with concept review questions. Participants will reflect on the nine Analysis business analysis processes and discuss why Analysis is important.

VIII. Traceability and Monitoring
Identifying the status of requirements throughout the lifecycle of the project and communicating critical information related to requirements is an important factor for project success. This Knowledge

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Area is concerned about managing, examining, and sharing requirements information with the project stakeholders. Traceability and Monitoring comprises 15 percent of the exam. This Knowledge Area includes the following four business analysis processes:

1. Determine traceability and monitoring approach
2. Establish relationships and dependencies
3. Select and approve requirements
4. Manage changes to requirements and other product information

Practice sessions:
Participants will review their understanding of the Traceability and Monitoring Knowledge Area with concept review questions. Participants will reflect on the four Traceability and Monitoring business analysis processes and discuss why Traceability and Monitoring is important.

IX. Solution Evaluation
The final Knowledge Area examines if the delivered solution achieves the business need and satisfies the requirements. These activities could include evaluating solution performance, acceptance results, defects, and solution acceptance. Solution Evaluation comprises 10 percent of the exam. In this section we will explore the following four business analysis processes:

1. Evaluate solution performance
2. Determine solution evaluation approach
3. Evaluate acceptance results and address defects
4. Obtain solution acceptance for release

Practice sessions:
Participants will review their understanding of the Solution Evaluation Knowledge Area with concept review questions. Participants will reflect on the four Solution Evaluation business analysis processes and discuss why Solution Evaluation is important.

X. Business Analyst Competencies
To effectively perform business analysis, it is critical to possess specific skills, knowledge and abilities. In this section we will examine the following six major categories of competencies:

1. Analytical skills
2. Expert judgment
3. Communication skills
4. Personal skills
5. Leadership skills
6. Tool knowledge

Practice sessions:
Participants will review their understanding of the six major categories of competencies with concept review questions. Participants will reflect on why competencies are critical when performing business analysis.

XI. What to Expect on the Exam
Now that you know the content expectations for the exam it's important to realize how to prepare for the exam and what to expect as you go through the application process. To ensure you successfully pass the first time, this section will cover:

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1. The PMI Professional in Business Analysis (PMI-PBA®) Application
2. Exam requirements
3. Exam overview
4. Preparing for the exam
5. Understanding the questions
6. Taking the exam
7. General tips to help you through the process