IIBA® CBAP® International Business Analyst Training

Duration: **3 Day**

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The **IIBA® CBAP® International Business Analyst** course is designed to strengthen the knowledge and practical capabilities of professionals working in business analysis and to help them apply the IIBA® approach more consistently across projects and organisational environments.

The programme is aligned with the principles of the **BABOK® – Business Analysis Body of Knowledge®** and covers key areas including business analysis concepts, strategy analysis, planning and monitoring, requirements lifecycle management, stakeholder engagement, modelling, competencies, and solution evaluation.

Participants do more than review theory. Throughout the programme, they work with business scenarios, requirements exercises, modelling techniques, and case studies designed to demonstrate how business analysis practices can be applied in realistic situations.

The course also supports professionals preparing for the **IIBA® CBAP® – Certified Business Analysis Professional** certification through exam-focused discussion and sample question practice.

Who Should Attend

The course is particularly suitable for:

- Business Analysts
- System Analysts
- Software Specialists
- Project Managers
- Product Managers
- Enterprise Architecture Specialists
- Software Architects
- Test Engineers
- Quality Assurance Specialists
- Professionals involved in requirements, change, and business analysis activities

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What You Will Learn

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

- Explain the IIBA® Business Analysis Core Concept Model
- Describe the role and responsibilities of a Business Analyst
- Distinguish between Business, User, Solution, and System Requirements
- Apply Strategy Analysis techniques
- Prepare Business Cases
- Define Project Scope
- Conduct Benefit / Cost Analysis
- Perform Risk Analysis
- Conduct Stakeholder Analysis
- Estimate Business Analysis effort
- Develop a requirements planning approach
- Select an appropriate business analysis methodology
- Apply requirements traceability and prioritisation
- Manage requirements throughout their lifecycle
- Explain the relationship between Business Analysis and Project Management
- Apply communication, negotiation, and conflict management skills
- Represent requirements using UML and other modelling techniques
- Develop Use Cases, Class Diagrams, ER Diagrams, and process models
- Apply Solution Evaluation techniques
- Contribute to UAT activities
- Practise CBAP®-style examination questions

Training Outline

Day 1

Business Analysis Concepts

The first section establishes the core concepts used in professional business analysis.

Topics include:

- IIBA® Business Analysis Core Concept Model
- Overview of IIBA® certifications
- ECBA®
- CCBA®
- CBAP®
- Advanced IIBA certification pathways
- Business Analysis best practices
- Common problems in Business Analysis processes
- Analytical approaches to solving Business Analysis problems
- The role of the Business Analyst
- Business Analyst responsibilities
- Levels of requirements
- Business Requirements
- User Requirements

- Solution Requirements
- System Requirements

Case Study: Mobile Banking Application

Participants apply the business analysis concepts to a mobile banking application scenario.

Activities include:

- Identifying the business need
- Analysing stakeholder expectations
- Separating different levels of requirements
- Assessing project scope
- Structuring solution expectations

Strategy Analysis

This section focuses on understanding business needs and defining the direction of a potential solution.

Topics include:

- Strategy Analysis
- Assessing the current state
- Defining a future-state approach
- Preparing Business Cases
- Defining Project Scope
- Benefit / Cost Studies
- Context Diagrams
- Risk Analysis
- Aligning solutions with business objectives

Participants learn how to assess a business need before translating it into a project or solution initiative.

Day 2

Business Analysis Planning and Monitoring

This section explores how Business Analysis activities should be planned, estimated, and monitored.

Topics include:

- Stakeholder Analysis
- Stakeholder identification
- Assessing stakeholder influence and interest
- Business Analysis effort estimation
- Requirements planning techniques
- Defining the Business Analysis approach
- Methodology selection
- Monitoring analysis activities

Requirement Life Cycle Management

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This section covers the management of requirements from initial definition through change, implementation, and ongoing use.

Topics include:

- Requirements Traceability
- Requirement relationships
- Requirements Prioritization
- Defining priorities
- Requirements Management
- Managing requirement changes
- Requirements automation
- Maintaining requirements across the lifecycle

Participants learn that effective requirements engineering involves continuous management rather than documentation alone.

Business Analysis and Software Delivery Lifecycle Processes

This section examines how Business Analysis interacts with project management and software delivery.

Topics include:

- IIBA® Business Analysis Approach
- Relationship between Business Analysis and Project Management
- Comparing Business Analyst and Project Manager responsibilities
- Software delivery lifecycle
- Analysis activities throughout delivery
- CMMI Maturity Rating
- Process maturity

Business Analysis Competencies

This section focuses on the interpersonal and communication capabilities required of effective Business Analysts.

Topics include:

- Communication Techniques
- Creative Communication
- Stakeholder communication
- Conflict Management
- Negotiation Skills
- Facilitation
- Active listening
- Working with diverse stakeholder groups

Day 3

Requirements Analysis and Modelling

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The final day focuses on analysing and representing requirements using structured modelling techniques.

Behaviour Models and UML Techniques

Topics include:

- Functional Use Cases
- System Use Cases
- Business Rules
- UML – Unified Modelling Language
- Behaviour modelling
- Representing system behaviour

Participants use use-case techniques to structure interactions between users and systems.

Data Models

Topics include:

- Class Diagrams
- Entity Relationship Diagrams
- Data entities
- Relationships
- Attributes
- Business data modelling

This section helps learners understand how business requirements can be reflected in underlying data structures.

Business and Process Flow Models

Topics include:

- Data Flow Diagrams
- Activity Diagrams
- State Diagrams
- Flowcharts
- Business process modelling
- Process flow analysis
- State transitions

Participants compare modelling techniques and identify where each may be most useful.

Solution Evaluation

This section focuses on determining whether a proposed or delivered solution addresses the underlying business need.

Topics include:

- Solution Evaluation
- Testing Techniques

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- Verification Techniques
- Requirement validation
- Solution performance
- UAT – User Acceptance Testing
- Business acceptance
- Improvement opportunities

Applied Case Study

The programme includes a detailed case study in which participants apply IIBA®-aligned practices.

Activities include:

- Requirements definition
- Requirements analysis
- Requirements modelling
- Requirements documentation
- Stakeholder evaluation
- Solution evaluation

CBAP® Examination Preparation

The final part of the course introduces sample CBAP® questions and approaches for analysing examination scenarios.

Topics include:

- CBAP® question style
- Scenario-based questions
- BABOK® terminology
- Relationships between Knowledge Areas
- Exam analysis techniques
- Sample CBAP® exam practice

IIBA® Business Analysis Approach

The course follows the professional Business Analysis approach represented within IIBA® guidance.

Participants learn how to:

- Understand business needs
- Analyse stakeholder requirements
- Elicit requirements
- Model and document requirements
- Manage the requirements lifecycle
- Evaluate solutions

as part of an integrated Business Analysis process.

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Professional Value of IIBA® Certification

IIBA® certifications provide a recognised way for Business Analysis professionals to demonstrate their knowledge and capabilities.

Potential benefits include:

- Demonstrating knowledge of the skills required to work effectively as a Business Analyst
- Showing competence in Business Analysis principles and practices
- Participation in a recognised international professional community
- Stronger professional positioning and career development opportunities
- Supporting continued development throughout a Business Analysis career

The course is designed not only to support CBAP® examination preparation, but also to help participants apply structured and effective Business Analysis practices directly in real project environments.