



Consulting and Training | Reach New Heights

Course Name

Certified Business Analysis Professional (CBAP)

Sector Name

Project & Contract Management

Document Type

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Certified Business Analysis Professional (CBAP)

Course Introduction

This program provides advanced professional training in business analysis and is designed for experienced professionals seeking to strengthen their business analysis capabilities and prepare for the Certified Business Analysis Professional (CBAP) certification examination.

The course covers key areas of business analysis, including business needs assessment, stakeholder engagement, requirements elicitation and analysis, requirements lifecycle management, strategy analysis, solution evaluation, and business analysis techniques.

Participants will develop practical skills for analyzing complex business problems, identifying stakeholder needs, defining and validating requirements, evaluating potential solutions, and supporting business value delivery. Through practical exercises, case studies, and real-world scenarios, the program connects business analysis concepts with workplace applications and prepares participants to approach professional business analysis challenges with greater structure and confidence.

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Certified Business Analysis Professional (CBAP)

Target Audience

- ✓ Business Analysts and Senior Business Analysts.
- ✓ Business Analysis Managers and Team Leaders.
- ✓ Project and Program Managers.
- ✓ Product Managers and Product Owners.
- ✓ Requirements Analysts and Systems Analysts.
- ✓ Process Improvement and Business Process Professionals.
- ✓ Project Management and PMO Professionals.
- ✓ Business Consultants and Management Consultants.
- ✓ Professionals involved in requirements management and solution evaluation.
- ✓ Professionals preparing for the CBAP certification examination.
- ✓ Experienced professionals seeking to advance their careers in business analysis.

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Learning Objectives

- ✓ Understand the role, responsibilities, and competencies of a professional business analyst.
- ✓ Explore the key concepts, principles, and practices of professional business analysis.
- ✓ Apply structured business analysis approaches to identify organizational needs and business problems.
- ✓ Identify, analyze, and prioritize business requirements and stakeholder needs.
- ✓ Apply effective techniques for requirements elicitation, analysis, validation, and management.
- ✓ Develop clear, complete, and actionable business requirements.
- ✓ Analyze business processes, capabilities, and organizational performance to identify improvement opportunities.
- ✓ Engage effectively with stakeholders and manage different expectations and priorities.
- ✓ Apply appropriate business analysis techniques to support informed decision-making.
- ✓ Evaluate potential solutions against business needs, requirements, risks, and expected outcomes.
- ✓ Support solution evaluation and assess whether proposed solutions deliver business value.
- ✓ Improve critical thinking, analytical reasoning, problem-solving, and communication skills.

✓ Prepare for the Certified Business Analysis Professional (CBAP) certification examination.

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Course Outline

✓ DAY 1

Business Analysis Planning and Stakeholder Engagement

- ✓ Business Analysis Planning and Monitoring
- ✓ Defining the purpose, scope, and approach of business analysis activities
- ✓ Determining appropriate business analysis planning approaches
- ✓ Establishing roles, responsibilities, and decision-making authority
- ✓ Planning business analysis communication and information management
- ✓ Defining governance requirements for business analysis activities
- ✓ Monitoring and adapting business analysis work according to organizational needs

Stakeholder Identification and Engagement

- ✓ Identifying stakeholders and understanding their roles and interests
- ✓ Analyzing stakeholder influence, authority, and level of involvement
- ✓ Understanding stakeholder needs, expectations, and concerns
- ✓ Developing appropriate stakeholder engagement approaches
- ✓ Managing stakeholder communication and collaboration requirements
- ✓ Addressing conflicting stakeholder perspectives and priorities



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Course Outline

✓ DAY 2

Elicitation, Collaboration and Requirements Life Cycle

- ✓ Requirements Elicitation and Collaboration
- ✓ Understanding the purpose and scope of requirements elicitation
- ✓ Selecting appropriate elicitation approaches for different business contexts
- ✓ Applying interviews, workshops, observation, surveys, and document analysis
- ✓ Managing stakeholder collaboration throughout elicitation activities
- ✓ Confirming shared understanding of elicited information
- ✓ Managing communication challenges during requirements elicitation

Requirements Life Cycle Management

- ✓ Tracing requirements throughout their lifecycle
- ✓ Establishing relationships between business, stakeholder, solution, and transition requirements
- ✓ Prioritizing requirements according to business value and organizational constraints
- ✓ Managing requirement approvals and changes
- ✓ Maintaining requirements traceability and consistency
- ✓ Managing requirement status and lifecycle governance

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Course Outline

✓ DAY 3

Strategy Analysis and Business Requirements

- ✓ Strategy Analysis and Business Need Assessment
- ✓ Understanding the relationship between business needs and organizational strategy
- ✓ Analyzing the current state of the organization and its capabilities
- ✓ Identifying business problems, opportunities, and strategic drivers
- ✓ Defining the future state and desired business outcomes
- ✓ Assessing organizational risks, constraints, and dependencies
- ✓ Developing a structured transition from current state to future state

Business Requirements and Requirements Analysis

- ✓ Defining business requirements that express organizational needs
- ✓ Analyzing stakeholder requirements and underlying expectations
- ✓ Structuring requirements to improve clarity and consistency
- ✓ Identifying assumptions, constraints, dependencies, and risks
- ✓ Prioritizing requirements according to business importance
- ✓ Validating requirements against identified business needs and objectives

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✓ DAY 4

Requirements Analysis, Design Definition and Business Analysis Techniques

- ✓ Requirements Analysis and Design Definition
- ✓ Analyzing requirements to determine appropriate solution capabilities
- ✓ Defining solution options and potential design approaches
- ✓ Modeling requirements, processes, capabilities, and information
- ✓ Assessing relationships and dependencies between requirements
- ✓ Comparing design options against business and stakeholder requirements
- ✓ Establishing a coherent relationship between requirements and solution design

Business Analysis Techniques and Analytical Approaches

- ✓ Applying analytical techniques to investigate complex business problems
- ✓ Using process analysis to understand organizational workflows and performance
- ✓ Applying root cause analysis to identify underlying business issues
- ✓ Using SWOT, benchmarking, and comparative analysis to support assessment
- ✓ Applying decision analysis and prioritization techniques
- ✓ Selecting appropriate techniques according to the business context and analysis objective

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Course Outline

✓ DAY 5

Solution Evaluation and CBAP Exam Preparation

- ✓ Solution Evaluation and Business Value
- ✓ Measuring solution performance against defined business objectives
- ✓ Analyzing performance measures and identifying gaps in expected outcomes
- ✓ Assessing solution limitations and their impact on business value
- ✓ Identifying enterprise limitations affecting solution performance
- ✓ Evaluating opportunities to increase solution value
- ✓ Recommending actions to improve solution effectiveness and business outcomes

CBAP Exam Preparation and Certification Readiness

- ✓ Reviewing the six CBAP Knowledge Areas and their exam weighting
- ✓ Consolidating BABOK tasks, concepts, inputs, outputs, and task relationships
- ✓ Reviewing key business analysis techniques, competencies, and perspectives
- ✓ Analyzing scenario-based and case-study questions using BABOK principles
- ✓ Applying exam strategies for interpreting complex situations and selecting the best answer
- ✓ Conducting a structured final knowledge review and identifying areas requiring further examination preparation

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Confirmed Sessions

FROM	TO	DURATION	FEES	LOCATION
Nov. 8, 2026	Nov. 12, 2026	5 days	2150.00 \$	Virtual , Online

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