

Achieve PMI-PBASM Exam Success

Course Description

The workshop is designed to help participants prepare for PMI's Professional Business Analysis (PMI-PBASM) Exam. The material is completely compliant with *Business Analysis for Practitioners – A Practice Guide*, first edition and the *PMI Professional in Business Analysis Examination Content Outline*. Participants will study the content and topics business analysis need to know to pass the PMI-PBASM exam. Participants will build competency with case study exercises used throughout. This workshop walks the participant through the body of knowledge and reviews content and topics tested on the PMI-PBASM exam that are not directly addressed in the *practice guide*.

Who Should Attend?

The workshop is intended for project managers, project leads, subject matter experts, team members, business analysts, technical specialists and others interested in the PBA credential, no matter where they are in the process.

For those who are just starting out, it offers study guidelines, a framework for understanding how the exam is organized, and help in making plans to prepare for the PMI-PBASM exam.

Those in the middle of preparation will find guidance on business analysis issues and explanations of topics often tested on the exam.

If participants need that last push before taking the exam, this course provides exam tips and a good reference for key terms and topics that others have found difficult.

Course Materials

For the classroom version of this workshop, materials include both the *Business Analysis for Practitioners – A Practice Guide* and participant guide. The participant guide incorporates the recommended readings from PMI and follows the instructor-led presentation.

Achieve PMI-PBASM Exam Success

Reference Materials

The following recommended readings are NOT required for this course. Key concepts from these recommended readings have been incorporated into this preparation course.

A Guide to the Project Management Body of Knowledge (PMBOK® Guide)

Author: Project Management Institute Publisher: Project Management Institute

Business Analysis: Best Practices for Success

Author: Steven Blais Publisher: Wiley

Business Analysis Techniques: 72 Essential Tools For Success

Author: James Cadle, Paul Turner, Debra Paul Publisher: British Informatics Society Ltd

Seven Steps to Mastering Business Analysis

Author: Barbara Carkenord Publisher: J. Ross Publishing

The Software Requirements Memory Jogger: A Pocket Guide to Help Software And Business Teams Develop And Manage Requirements

Author: Ellen Gottesdiener Publisher: Goal Q P C Inc

Unearthing Business Requirements: Elicitation Tools and Techniques

Author: Kathleen Haas, Rosemary Hosenlopp Publisher: Management Concepts, Inc.

Customer-Centered Products: Creating Successful Products Through Smart Requirements Management

Author: Ivy F. Hooks, Kristin A. Farry Publisher: AMACOM

The Business Analyst's Handbook

Author: Howard Podeswa Publisher: Cengage Learning PTR

Mastering the Requirements Process: Getting Requirements Right

Author: Suzanne Robertson, James Robertson Publisher: Addison-Wesley Professional

Data Modeling Essentials

Author: Graeme Simsion and Graham Witt Publisher: Morgan Kaufmann

Software Requirements 2

Author: Karl Wiegers Publisher: Microsoft Press

Achieve PMI-PBASM Exam Success

Workshop Objectives

In this course participants will be able to:

- ◆ Define requirements for PMI-PBASM certification and the credentialing process.
- ◆ Describe the structure and format of the credentialing exam.
- ◆ List the performance domains described in *Practice Guide* and *Examination Content Outline*.
- ◆ Identify how recommended *Business Analysis* practices differ from their own practices
- ◆ Apply *Business Analysis Guide* principles to project situations.
- ◆ Identify exam-taking and memorization tips and techniques
- ◆ Use sample exams to gain an understanding of the types of questions that may be asked.
- ◆ Assess individual personal study needs and develop a study plan for exam preparation.

Achieve PMI-PBASM Exam Success

Module Objectives

Module 1: Study Tips

- Review PMI-PBA credential requirements
- Describe the exam specifics
- List study and exam tips
- Review a list of formulas, equations, and rules
- Assess your own personal study needs

Module 2: Business Analysis Overview

- Define basic business analysis terms
- Define the role of the business analyst
- Describe the relationship between the project manager, business analyst and other roles
- List the responsibilities of the business analyst
- Define different types of requirements

Module 3: Needs Assessment

- Describe the purpose of performing a needs assessment
- Create a situation statement
- Create SMART goals and objectives
- Utilize requirements gathering tools
- Assess organizational capabilities and identify capabilities gaps
- Provide alternative options for satisfying the business need
- Analyze alternative options to generate a recommended option
- Create a cost-benefit analysis
- Create a business case

Achieve PMI-PBASM Exam Success

Module Objectives

Module 4: Business Analysis Planning

- Describe the relationship between business analysis planning and project management planning
- Conduct a stakeholder analysis
- Create a business analysis plan
- Describe the difference between a business analysis plan and requirements management plan
- Understand how the project life cycle influences planning decisions
- Plan for elicitation and analysis
- Create a business analysis work plan

Module 5: Requirements Elicitation and Analysis

- Define the importance of eliciting information
- Create a plan for elicitation
- Conduce elicitation activities
- Describe common elicitation techniques
- Define outputs from elicitation activities
- Analyze requirements after elicitation
- Describe models used for analysis
- Document the solution requirements
- Perform validation of requirements
- Perform verification of requirements
- Resolve requirements-related conflicts

Module 6: Traceability and Monitoring

- Define traceability and its benefits
- Describing dependencies
- Baseline approved requirements
- Monitoring requirements using a traceability matrix
- Define the requirements life cycle
- Create a plan for managing changes to requirements

Achieve PMI-PBASM Exam Success

Module Objectives

Module 7: Solution Evaluation

- Define the purpose of solution evaluation
- Create a mindset for evaluation
- Create a plan for evaluation of the solution
- Describe testing tools used to validate solution results
- Evaluate acceptance criteria and address defects
- Facilitate the go/no-go decision
- Obtain solution sign-off
- Create a long-term performance evaluation plan