

# PMI-PBA<sup>SM</sup> Exam Preparation

**Seize your career advantage. Be one of the first to earn this PMI® credential.**

According to PMI® (see [www.pmi.org/Certification/PMI-Professional-in-Business-Analysis-PMI-PBA.aspx](http://www.pmi.org/Certification/PMI-Professional-in-Business-Analysis-PMI-PBA.aspx)), “demand is growing for professionals experienced in business analysis. The number of business analysis jobs is predicted to increase 19 percent by 2022, according to the U.S. Bureau of Labor Statistics. This research indicates a growing need for skilled professionals. Performing business analysis on projects and programs allows organizations to implement desired changes and achieve strategic objectives.”

The PMI-PBA<sup>SM</sup> highlights your expertise in business analysis. It spotlights your ability to work effectively with stakeholders to define their business requirements, shape the output of projects and drive successful business outcomes.

Add this newly minted PMI-PBA<sup>SM</sup> credential to your qualifications. Whether you are a Project Manager (PM), Business Analyst, business Subject Matter Expert (SME) or someone on the technical team, this course will enable your projects and advance your career. Learn how to productively progressively elaborate strategic and operational business needs into high quality requirements, which are always pivotal to enabling project success.

With the introduction of the PMI-PBA<sup>SM</sup> credential, PMI® is formalizing the importance of and best practices associated with Project Business Analysis (PBA) work. Learn what you need to know to pass the exam on your first attempt.

## How You Will Benefit

- Advance your career opportunities and career path options
- Gain a globally recognized certification
- IT, engineering, construction and every type of project needs great business analysis
- Learn how to develop high quality project requirement which are fundamental to your project's success and which, if poorly done, are a primary reason for project failure
- Understand how to produce and properly use the 7 types of requirements as well as their structure, standards and characteristics
- Grasp the tasks for eliciting, analyzing, documenting, validating, and verifying requirements
- Learn to apply key modelling UML and non-UML diagramming techniques
- Learn how to pass the exam
- Become proficient with business analysis terminology
- Distinguish the business analyst role from other professions
- Create a personalized test-taking strategy based on your strengths and opportunities
- Conquer the 40 PMI-PBA knowledge and skills areas
- Master the five domains and 28 tasks that constitute the exam
- Capture the fundamental aspects of requirements management
- Run through simulated practice exams for the domains, tasks, knowledge, and skills

- Learn the key exam question areas necessary to pass the exam
- Investigate how to deconstruct exam questions to get the right answers
- Shorten study time by streamlining the recommended exam resources

## **Who Should Attend**

- Project managers and team leaders
- Business analysts, systems analysts, systems architects and systems designers
- Engineers
- Business users or SME's
- IT managers/directors
- QA and testing professionals
- Application developers
- Anyone wanting to enhance their project skills

## **Course Outline**

### **1. Introduction**

- Why is business analysis vital to every type of project?
- What are the roles of the business analyst?
- How to manage requirements to successful product completion
- How to select the right project methodology
- What are the 5e domain areas?
- The 40 knowledge and skills areas
- The importance of leadership principles and skills
- 7 types of requirements to enable successful projects
- Systems thinking
- Key terms and concepts

### **2. The PMI-PBA<sup>SM</sup> Needs Assessment Domain**

- How to begin the requirements process
- How to define business root cause problems and define opportunities
- How to develop a solutions scope statement or business case
- Determining the business problem or opportunity value
- Identifying and analyzing stakeholders and the business value they seek
- Essential political and cultural awareness
- Problem solving and decision-making techniques
- Opportunity identification tools and techniques
- Business valuation techniques

### **3. The PMI-PBA<sup>SM</sup> Planning Domain**

- The requirements management activities sequence

- Identifying and preparing for productive testing stages
- Agile, sequential and iterative estimating tools and techniques
- Planning for backward and forward traceability
- Planning for document management and version control
- Determining what business analysis activities to perform
- Elements of your requirements management plan
- Defining requirements change control and communication processes
- Specifying business metrics and defining acceptance criteria
- Requirements collaboration tools and techniques
- Contingency planning
- Measurement tools and techniques
- Planning for quality, precision, accuracy and grade
- Scheduling tools and techniques

#### **4. The PMI-PBA<sup>SM</sup> Analysis Domain**

- Nine techniques for productively eliciting and identifying requirements
- Analyzing, decomposing, and elaborating requirements
- Root cause analysis
- Decision-making techniques for analyzing options
- Allocating requirements and creating a requirements baseline
- Facilitating stakeholder consensus in order to obtain sign-off
- How to create requirements specifications
- Validating requirements with stakeholders
- Discovering and specifying business metrics
- Vital business rule analysis tools and techniques
- Data analysis tools and techniques
- Decision making tools and techniques
- Elicitation tools and techniques
- Facilitation tools and techniques
- Interface analysis
- Negotiation tools and techniques
- Prioritization tools and techniques
- Process analysis tools and techniques

#### **5. The PMI-PBA<sup>SM</sup> Traceability and Monitoring Domain**

- Requirements traceability tools and techniques
- Sharing requirements with business and technical stakeholders
- Agile methodology backlog management
- Conflict management, resolution tools, and techniques
- Tracking status, sources, and relationships of requirements
- Monitoring the lifecycle of requirements to enable product completion
- Proactively dealing with typical and requirements issues
- Determining and managing the impact of change
- Best practice communication skills, techniques, and tools

- How to be an organizational change champion
- Understanding reporting tools and techniques

## **6. The PMI-PBA<sup>SM</sup> Evaluation Domain**

- Applying the various types of solution testing techniques
- Comparing test results to acceptance criteria
- Analyzing, communicating, and resolving solution gap analysis
- Obtaining stakeholder sign-off and moving toward deployment
- Measuring how well the solution met business needs and values
- Lessons learned and retrospectives
- Validation tools and techniques
- Valuation tools and techniques
- Verification methods and techniques

## **7. The PMI-PBA<sup>SM</sup> Exam**

- The application process
- Exam requirements
- Exam overview
- Preparing for the exam
- Understanding the questions
- Taking the exam
- General tips to help you through the process
- Final practice exam