

## **PMI Professional in Business Analysis (PMI-PBA®) Exam Preparation**

### **Course Summary**

#### **Description**

This course provides an in-depth review of the business analysis knowledge, skills, and tasks as discussed in the PMI business analysis standard Business Analysis for Practitioners: A Practice Guide. The material within this course provides a solid overview of the activities commonly performed by those fulfilling the business analysis role on programs and projects. The content of this course is fully aligned to the definition of the business analysis practice as detailed within the role delineation survey completed for PMI in 2013. The course is intended to prepare students who are interested in taking the PMI-PBA® exam.

#### **Objectives**

At the end of this course, students will be able to:

- Identify the business analysis tasks discussed in Business Analysis for Practitioners: A Practice Guide
- State the importance of the five business analysis domains covered by the PMI-PBA®
- Assess readiness for taking the PMI-PBA®
- Prepare effectively for the exam
- Identify other sources to assist in preparing for the PMI-PBA®
- Complete the application process

#### **Topics**

- Business Analysis Overview
- The PMI-PBA® Certification Process
- Needs Assessment
- Business Analysis Planning
- Requirements Elicitation
- Requirements Analysis
- Traceability and Monitoring
- Solution Evaluation
- Studying Techniques
- Preparing for the Exam

#### **Audience**

This course is designed for:

- Practitioners who have been performing business analysis for at least three years
- Certification prospects who are planning to take the PMI-PBA® exam in the next 3-6 months
- Students who desire to learn more about the PMI-PBA® certification exam and process
- Any Certified Business Analyst Professional (CBAP®) considering obtaining a BA certification from PMI

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### **Course Summary (cont'd)**

#### **Prerequisites**

Before taking this course, students should fulfill the Project Management Institute (PMI®) requirements for business analysis and general project experience. We recommend students read about these requirements in the PMI-PBA® Handbook.

- This course provides 28 of the required 35 contact hours needed to fulfill the PMI business analysis training requirements. We offer many other PM and BA courses that earn PMI PDUs to meet the full 35 hour requirement.
- A separate application to take the PMI-PBA® examination is required. We recommend that participants begin their PMI-PBA® application before taking this course, although it is not necessary.
- We recommend students read the PMI-PBA® Handbook and PMI-PBA® Examination Content Outline prior to the course.

For maximum preparation value, students should be prepared to take the PMI-PBA® exam within 3 months of completing the prep course.

#### **Duration**

Four days  
28 PDUs

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### Course Outline

- I. Business Analysis Overview**
  - A. Definition of business analysis
  - B. Business analysis as a core competency for project success
  - C. PMI's increased focus on business analysis
  - D. The project manager and business analyst relationship
  - E. The knowledge and skills business analysts require
  - F. Types of requirements
- II. The PMI-PBA® Certification Process**
  - A. The difference between a professional certificate and professional certification
  - B. The value of professional certification
  - C. Eligibility requirements for the PMI-PBA®
  - D. The PMI-PBA® application process
  - E. The PMI-PBA® exam process
- III. Needs Assessment**
  - A. The Importance of Needs Assessment
  - B. Identify Problem or Opportunity
  - C. Analyze the Situation
  - D. Assess Current State
  - E. Recommend Action to Address Business Needs
  - F. Assemble the Business Case
- IV. Business Analysis Planning**
  - A. The Importance of Planning for Business Analysis Planning
  - B. Conduct a Stakeholder Analysis
  - C. Define the Business Analysis Process
  - D. Plan the Business Analysis Work
  - E. Create the Business Analysis Plan & Gain Approval
- V. Requirements Elicitation**
  - A. The Importance of Requirements Elicitation
  - B. Plan for Elicitation
  - C. Prepare for Elicitation
  - D. Conduct Elicitation
  - E. Document Elicitation Results
- VI. Requirements Analysis**
  - A. The Importance of Requirements Analysis
  - B. Plan for Analysis
  - C. Model & Refine Requirements
  - D. Document Solution Requirements
  - E. Validate/Verify/Approve Requirements
- VII. Traceability and Monitoring**
  - A. The Importance of Traceability & Monitoring
  - B. Approving Requirements
  - C. Baselining Requirements
  - D. Monitoring Requirements
  - E. Managing Requirements Changes
- VIII. Solution Evaluation**
  - A. The Importance of Solution Evaluation
  - B. Plan for Solution Evaluation
  - C. Validate the Solution
  - D. Evaluate Acceptance Criteria
  - E. Facilitate Go/No Go Decision
  - F. Obtain Signoff on the Solution
  - G. Evaluate Long Term Performance
- IX. Studying Techniques**
  - A. Studying Techniques
  - B. Technique Definitions
  - C. Technique Categories
  - D. Estimating time for Studying Techniques
- X. Preparing for the Exam**
  - A. Developing a Study Plan
  - B. Preparing for the Exam
  - C. Reference Materials
  - D. Wrap-up
- XI. Appendix**
  - A. Mock Questions/Answers
  - B. Glossary of Terms