CERTIFIED ADVANCED BUSINESS ANALYST (CABA)

STUDY GUIDE

Sponsored by the:

Accredited Certification Institute (ACI)

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Please use this guide to assist in preparation for your Certified Advanced Business Analyst (CABA) Certification exam.

The contents of this study guide are as follows:

1. Accredited Certification:

Accredited Certification Institute is the leading online program for specialized niche business certification programs. The team behind Accredited Certification Institute is comprised of industry experts in niches including online marketing, project management, public relations, consulting, and many more.

This experience, combined with our advisory board's expertise in online education and training, is what makes it possible to provide the training and certification programs found on our website.

Accredited Certification Institute is part of the G.T.C. Institute, a global training and certification organization that has provided practical industry-specific certification to over 15,000 clients from the United States, Europe, and more than 75 other countries around the world.

We provide high value training programs that provide function knowledge on very specific business topics such as public relations, online marketing, project management, international business, and consulting.

Accredited Certification Institute's Mission: To provide professionals with high impact business training and certifications in niche subject areas that are functional and immediately beneficial.

Accredited Certification Institute helps you to:

- Quickly gain specialized knowledge in highly valuable business niches.
- Enhance your credibility, resume, and overall value in the marketplace.
- Complete our training programs in 5 months from anywhere in the world.

Our programs accept participants year-round and are flexible to work with your current work schedule and academic constraints. You can complete one of our programs in 2 months or 2 years; the choice is yours.

MASTER'S CERTIFICATE PROGRAMS: Accredited Certification Institute is proud to offer several advanced Master's Certificates that require the completion of five programs from Accredited Certification Institute platform.

To learn more about these Master's Certificates and how to earn one, please see our website: https://Certification.com/Masters

2. CABA DETAILS AND TIMELINE:

PROGRAM DETAILS:

The **Certified Advanced Business Analyst (CABA)** certification program is unique in that it is modeled after many online courses offered at Ivy League institutions today, offering more value for a more cost-effective program. The CABA Program is a self-study program that includes educational multimedia resources in video form, a study guide, required readings, and a flexible online examination process, accessible around the world.

The online exam is structured so that in order to complete the exam within the 2-hour time frame one must read through all of the assigned materials and conceptually understand the majority of the material to score well enough to pass the exam.
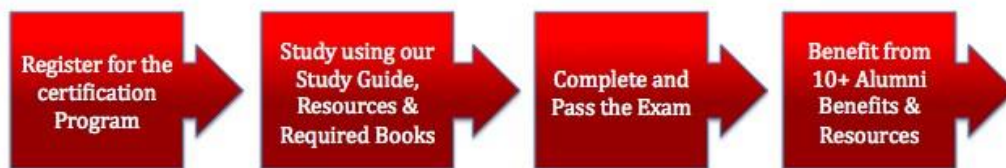
Our goal is to offer the most challenging program in the industry while also providing all of the learning tools possible to ensure participants get the most out of the experience. By testing the

knowledge depth and comprehension from the materials digested, the CABA certification prepares individuals for successful, real-world application.

The Certified Advanced Business Analyst (CABA) program is sponsored by the GTC Institute and offered by Accredited Certification Institute. This certification program is designed to show and certify that you have gained an in-depth understanding and high-level, specialized knowledge.

In addition to the benefits of gained knowledge, growing industry recognition, more knowledgeable career choices, and networking, our organization is also developing additional resources for CABA Participants. This includes video and MP3 recordings on Q&A or strategies and tactics, webinars, access to interviews with internet marketing professionals who have more than 10 years of experience in the industry, among many more benefits.

4 STEP CERTIFICATION PROCESS

Register for the certification Program → Study using our Study Guide, Resources & Required Books → Complete and Pass the Exam → Benefit from 10+ Alumni Benefits & Resources

III. The Experts interviewed for this business analyst certification include:

Jonathan Babcock: Jonathon is an experienced business analyst and business analysis manager from Atlanta, GA and author of The Practical Analyst website. He manages a team of business analysts and he helps manage the structure and updates to a network of 6,000 stores.

Greg Kells: Greg is President of Sunbelt Business Brokers of Canada; he is a well-known figure in the business brokerage industry. Greg uses business analysis on a daily basis as part of his business brokerage work.

Scott Sehlhorst: Scott is an independent consultant and owner of a company that provides product management strategy consulting services. Much of what he does is very similar to business analysis. A lot of what he does is take business analysis and layer on some strategic insights from his business analysis work.

Mike Lenz: Mike is a business broker and business analysis expert. He has in-depth experience in working with business buyers and sellers and in valuating business operations with advanced models and business analysis best practices. This interview is interesting because Mike is so well trained in an industry where many people often get into the area almost by mistake.

Eli David: Eli is a CPA, economist, and MBA graduate with extensive experience in business analysis, business planning, and consulting. Eli is a former auditor of a top accounting firm KPMG, and has also done consulting for BDO Consultants. Eli now owns his own consulting business work with startups and medium size business clients in several areas, he is based in Argentina.

BUSINESS ANALYST VIDEO MODULES:

1. Business Analysis Key Terms & Concepts
2. Business Analysis & The Role of the Business Analyst
3. SMART Requirements
4. The 7 R's of Change Management & the Risk Matrix
5. Entity Relationship Diagram
6. Elicitation Techniques
7. Business Writing
8. Block Diagram
9. Activity Diagram
10. Active Listening
11. Stakeholder Roles
12. Use Case Diagram
13. Time Management
14. Technical Environment
15. Run Chart
16. Risk Types
17. Requirements & Attributes Table
18. Requirements
19. Presentation Skills
20. Parity Analysis & Diagram
21. Interviewing
22. Effective Meetings
23. How to Get a Business Analyst Internship

Timeline & Examination Dates:

Programs are offered through open enrollment, making our programs 100% flexible with your current work or academic schedule.

Learning Objectives of the CABA Program:

- Understanding what Business Analysis is its role, key terms and concepts.
- Understanding why Business Analysts are needed and how your project should be analyzed.
- To be able to perform and select the adequate elicitation technique.
- Recognize and categorize business requirements.
- Understand how to communicate effectively with project stakeholders.
- To be able to ask the right questions, understand how to plan Business Analysis
- Understand how to work with diverse and distant teams.
- Understand technical environment and apply appropriate analysis techniques.
- To be able to develop your skills needed for best-in-class Business Analysis.

IV. Required Reading

1. Howard Podeswa, The Agile Guide to Business Analysis Handbook, ISBN-13:978-0134191126

2. Kathleen B Hass, PMP, Don Wessels, PMP, and Kevin Prennan, PMP, Getting It Right Business Requirement Analysis Tools and Techniques, ISBN-13:978-1-56726-211-7, ISBN-10: 1-56726-211-2

V. CABA Exam Preparation

3. EXAM COMPOSITION:

There is a total of 100 points available to earn for the exam, 80 of which can be earned from the multiple choice or true/ false questions that are worth 1 point each. Please see below for the composition and distribution of the points in-depth.

Topics and Weights	
An overview of BA Activities Throughout the Life Cycle, Meetings	15 Multiple Choice Questions
BA Toolkit, BA Terms, Templates	19 Multiple Choice Questions
Introduction to Requirements Analysis, Transitioning from Elicitation,	12 Multiple Choice Questions
The Analysis and Specification Process	25 Multiple Choice Questions
Requirements Management, Analysis Best Practices	9 Multiple Choice Questions

<u>You will have 2 hours to complete the exam.</u> Those who have not made the effort to read the materials will have a hard time completing the exam within the allotted time, but for participants who have read the required readings 2 hours will be sufficient.

2. TERMS AND CONCEPTS TO KNOW:

Below, please find terms and concepts you should be able to define after having read the required readings.

Please define the terms from the required readings rather than a dictionary. You will be tested on the definitions that authors have written.

Business Analyst's Handbook

- Please read Appendix A – glossary of BA Terms
- Phases of Noble Path (summary of steps)
- ITIL – IT Infrastructure Library
- Spectrum Diagram
- Post Implementation Review
- CSI – Continual Service Improvement
- Service Level Agreements
- All tools mentioned on page 118-119
- BRD – Business Requirements Document
- Alternative Requirements Packaging
- Business Use-Case Description Template
- System Use-Case Description Template
- Service Level Requirements Template

- Risk Analysis Table Template
- Test Script Template
- Vision Document Template
- Requirements Work Template
- Risk Management Template
- Client Product Acceptance Template

Getting It Right: Business Requirement Analysis Tools and Techniques

- Responsibility Assignment Matrix
- Unified Modeling Language
- Requirements Analysis
- Requirements Planning
- The Core Team
- Requirements Risk Assessment
- Elicitation
- Scope Understanding Models
- Requirements Understanding Models
- Process Model
- Context Diagram
- Data Models
- Business Process Models
- Use Case Models
- Location Models
- Event-response Models
- Business Motivation Models
- Soft Source
- Hard Source
- Facilitated Workshop
- Interim Review
- Feedback
- Collaboration

3. SAMPLE QUESTIONS

Please choose the answer that best answers the question or completes the phrase. *The answers are on the last page of this study guide*. Try answering the questions before looking at the answers.

1. Software development life cycle consists of 5 phases such as

a. Initiation, Discovery, Exertion, Final V&V, Closeout
b. Initiation, Discovery, Construction, Final V&V, Closeout
c. Opening, Discovery, Work, Final V&V, Closeout
d. Initiation, Discovery, Work, Final V&V, Closeout

2. A process model is

a. A graphical representation of a business process
b. A graphical illustration showing what information and products are exchanged
c. A process responsible for managing the life cycle of all problems.
d. All of the above

3. The main objective of final V&V phase is

a. To perform final testing before the product or service is transitioned into production.
b. To finish the analysis and design, code, integrate and test the software
c. Both a and b
d. To develop the business case for the project, establish project and product scope and to explore solutions.

4. What is KPI?

a. Key Process Indicator
b. Key Process Index
c. Key Performance Index
d. Key Performance Indicator

VI. SAMPLE QUESTION ANSWERS:

Please see the following answers to the sample questions provided. A brief explanation was given for each answer and why the other options were incorrect. If you didn't do as well as you thought you would have, please consider re-reading the books or supplementary readings as the sample questions were drawn directly from them.

1. **B.** Software development life cycle or Noble Path has five main stages: Initiation, Discovery, Construction, Final V&V, and Closeout. Answer can be found in Business Analyst Handbook, page 2.

2. **A.** A process model is an abstract – graphical - representation of a process, including the sequencing of its activities and its decomposition into sub processes. Answer can be found in Business Analyst Handbook, page 344.

3. **A.** The main objective of final V&V phase is to perform final testing before the product or service is transitioned into production. Answer can be found in Business Analyst Handbook, page 29.

4. **D.** KPI – Key Performance Indicator. Answer can be found in Business Analyst Handbook, page 333.

VII. FAQ:

Have more questions or need more information? Please see our **FAQ (Frequently Asked Questions)** section on Accredited Certification Institute website here: https://Certification.com/FAQ

You can also get in touch with Accredited Certification Institute team over email at Team@Certification.com, or by phone 305-503-9050, and through our ClickAndChat tool, accessible from our homepage: https://Certification.com

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To learn more about these Master's Certificates and how to earn one, please see our website: https://Certification.com/Masters

For more information and to register for this self-paced business analyst training and certification program, please visit our website at:

https://Certification.com/Courses/Analyst

Thanks for joining the Accredited Certification Institute. Please let us know if you have any questions.

 Accredited Certification Institute (ACI)

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