

# Course Outline

## PMI Professional in Business Analysis (PMI-PBA®) Exam Preparation Course PBA04: 4 days Instructor Led

### About this course

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.

### Audience profile

- 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

### At course completion

After completing 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

### Course Outline

#### Module 1: The PMI-PBA® Certification Process

- The value of professional certification
- Eligibility requirements for the PMI-PBA®
- The PMI-PBA® application process
- The PMI-PBA® exam process

#### Module 2: Foundation Concepts

- Basic PMI Terminology
- Project Approaches/Methodologies
- Code of Ethics

#### Module 3: Business Analysis Overview

- Definition of business analysis
- PMI's role of the business analyst
- The relationship of project managers and business analysts
- The knowledge and skills requirements of business analysts
- Types of requirements

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## Module 4: Needs Assessment

- The Importance of Needs Assessment
- Assess Current State
- Define Problem or Opportunity
- Develop Situation Statement
- Identify and Analyze Stakeholders
- Determine Stakeholder Values
- Recommend Action to Address Business Needs
- Develop Solution Scope Statement
- Assemble the Business Case
- Project Selection

## Module 5: Business Analysis Planning

- The Importance of Planning for Business Analysis Planning
- Determine Project Context
- Plan Business Analysis Activities
- Plan Requirements Management
- Define Project Expected Outcomes
- Create the Business Analysis Plan & Gain Approval

## Module 6: Requirements Elicitation

- The Importance of Requirements Elicitation
- Types of Requirements
- Plan Elicitation Techniques
- Conduct Elicitation
- Document Elicitation Results

## Module 7: Requirements Analysis

- The Importance of Requirements Analysis
- Plan for Analysis
- Requirement Analysis Models (Scope, Data, Process, Business rules, Interface)
- Document Solution Requirements
- Evaluate Product Options and Capabilities
- Validate/Verify/Approve Requirements

## Module 8: Traceability and Monitoring

- The Importance of Traceability & Monitoring
- Establish Relationships and Dependencies
- Approve Requirements
- Baseline Requirements
- Monitor and Communicate Status of Requirements
- Manage Requirements Changes

## Module 9: Solution Evaluation

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- The Importance of Solution Evaluation
- Plan Solution Evaluation Approach
- Evaluate Acceptance Criteria
- Validate Test Results
- Validate Test Results
- Evaluate Solution Results
- Facilitate Go/No Go Decision
- Obtain Solution Signoff
- Transition the Solution
- Evaluate Long Term Performance
- Lessons Learned

### **Module 10: Preparing for the Exam**

- Developing a Study Plan
- Study Techniques
- Preparing for the Exam

### **Appendix:**

- Reference Materials
- Mock Questions/Answers (online simulator by topic and combined)
- Glossary