



# How Best to Prepare for CBAP

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# Gain a Competitive Edge with IIBA Membership

Supports your connections, your development and your career growth



## Online Library

- 300+ industry books and videos - a \$15,000 USD value.



## Essential Resources

- *BABOK® Guide v3*
- Agile Extension to the
- *BABOK® Guide*
- QuickTips™
- Member e-newsletters & BA Lens magazine



## Discounts

- Savings of 10-20% on conferences, including Building Business Capability (BBC)
- Training discounts



## IIBA Career Resources

- Career Centre
- Competency Model
- Special Interest Groups



## Connections

- Join your local Chapter
- Volunteer
- Participate in online Community



## Webinars

- Access to webinars on the latest topics

## OUR DRIVER

“Unite a  
community of  
professionals to  
create better  
business  
outcomes”

*- IIBA Core Purpose*



# Advance your Career with IIBA Certification

New multi-level, competency-based certification aligned with *BABOK® Guide v3*

- Developed with input from the global business analysis community
- Builds upon the strong foundation as industry leader in BA certification



# How Best to Prepare for CBAP®



LN Mishra, CBAP®  
Adaptive US Inc.  
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# About IIBA®

- ❖ International Institute of Business Analysis  
([www.iiba.org](http://www.iiba.org))
- ❖ Non-profit organization headquartered in Canada
- ❖ Focuses on uniting a community of professionals to create better business outcomes



# About IIBA®

- ❖ More than 29,000 registered members
- ❖ Provides professional certifications through BA skill assessments
  - ❖ ECBA™
  - ❖ CCBA®
  - ❖ CBAP®



- ✓ Certified Business Analysis Professional
- ✓ Aimed towards business analysis professionals who have minimum 7,500 hours of business analysis experience in the last 10 years



# What Adaptive offers

CBAP® in 10 weeks. **Guaranteed!**



Success  
Guaranteed

[LEARN MORE](#)



36 Hours  
Live Sessions

[LEARN MORE](#)



100+  
Learning Videos

[LEARN MORE](#)



1800+ Mock  
Questions

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35 IIBA PD  
Hours

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Faculties in IIBA  
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Compact  
Study Guide

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Online Sessio  
No Travel

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Starts as low as \$699! \$1799 Includes Training, All IIBA® fees and 2 attempts!

# About Adaptive US

- World's leading provider of IIBA® certification trainings
- Adaptive provides your re-take fees, in case you will need that 😊
- World's largest BA publisher
- More than 5000 BAs benefited
- Successfully conducted 300+ workshops across the world

**ADAPTIVE US**  
Be IIBA® Certified in 3 months. **Guaranteed.**

**IIBA**® Endorsed Education Provider™  
**CBAP**® **CCBA**® **ECBA**™

# SuXeed – BA learning platform

- BABoK® Study Guide – Only Certifications Essential
- 100+ videos on business analysis
- 80+ assessments
- 6 Simulations
- Audio books
- Comprehensive progress reporting

The screenshot shows the SuXeed platform interface. At the top, there is a navigation bar with 'My courses' selected, and other options like 'Dashboard', 'Videos', 'Contents', 'Presentations', 'Assessments', 'Library', 'Reports', and 'More'. The user's location is set to 'Australia' and the user is 'Hi, Cbap'. Below the navigation bar is a table listing courses with columns for Program, Workshops, Days remaining, and buttons for Videos, Contents, Presentations, Assessments, and Library.

Program	Workshops	Days remaining	Videos	Contents	Presentations	Assessments	Library
Business analysis	CBAP V3 Question Bank (180 Days)	36					
Business analysis	2016-Nov-CBAP	36					
Business analysis	2017-April-CBAP V3	171					
Business analysis	Agile BA Study Guide	171					

# CBAP® Certification Requirements

- ❖ No requirements on education 😊
- ❖ Minimum 7,500 Hours of BA experience in the last 10 years
  - ❖ Minimum 900 Hours in 4 KAs
  - ❖ 2 References
    - ❖ Career manager, Client or CBAP®
  - ❖ 1 must be current



# CBAP® Certification Requirements

- ❖ Professional development
  - ❖ 35 hours of verifiable coursework in last 4 years
- ❖ Signed code of conduct



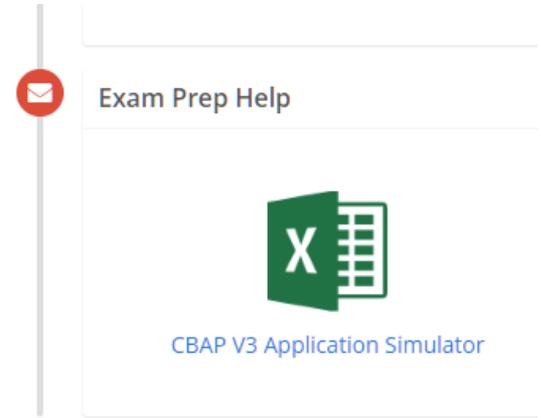
# IIBA® Membership Benefits

- ❖ Free, unlimited access to the BABOK® V3 (PDF Version), and 300+ online books, resources and archived Webinars
- ❖ *\$ 125 discount on exam fees*
- ❖ Local, national and international networking opportunities



# Application process

- ❖ Review certification handbook
- ❖ Provide reference details
- ❖ Provide work experience details
- ❖ Provide professional development details
- ❖ Assessment results are immediate



Adaptive CBAP® V3 Application simulator is a great companion!

# Investments

- Membership fees
  - Varies between USD 55 to USD 125
- Application review fee
  - USD 125
- Exam fees
  - USD 325 if a member
  - USD 450 if a non-member



# Investments

- Total
  - USD 505 to 575 if you are a member
  - USD 575 if you are a non member



It makes immense sense to be a member!

# Exam Contents and Format

- BABOK® version 3.0
- 120 multiple guess scenario and case based questions
- 3.5 hours
- Conducted in Prometric testing centers



# Questions distribution

Knowledge Area	% Distribution
Requirements analysis and design definition	30
Requirements life cycle management	15
Strategy analysis	15
Business analysis planning and monitoring	14
Solution evaluation	14
Elicitation and collaboration	12



**You are evaluated on  
each KA and Overall!**

✓ Plan

✓ Prepare

✓ Succeed

# Preparation Plan

# Preparation Plan

- Week 1:
  - Self-study of elearning for KA 1 and 2
  - Attend Prep workshop
- Week 2:
  - Complete quizzes for KA 1 and 2
  - Self-study of elearning for KA 3 and 4
  - Attend Prep workshop

✓ Plan  
✓ Prepare  
✓ Succeed

# Preparation Plan

- Week 3:
  - Complete quizzes for KA 3 and 4
  - Self-study of elearning for KA 5 and 6
  - Attend Prep workshop
- Week 4:
  - Complete quizzes for KA 5 and 6
  - Fill out and submit application
  - **Once approved, schedule time with Prometric**

✓ Plan  
✓ Prepare  
✓ Succeed

# Preparation Plan

- Week 5 and 6
  - Go through BABOK®
  - Go through Simulation test 1 and 2 and review answers
- Week 7 and 8:
  - Go through Simulation test 3 and 4 review answers
  - Go through Adaptive Study Guide
  - Join Adaptive Q&A sessions

✓ Plan  
✓ Prepare  
✓ Succeed

# Preparation Plan

- Week 9 and 10
  - Go through Simulation test 5 and 6
  - Review answers
  - Go through Adaptive Study Guide
  - Join Adaptive Q&A session
  - Take CBAP® exam
  - Be a proud of your CBAP® designation 😊.

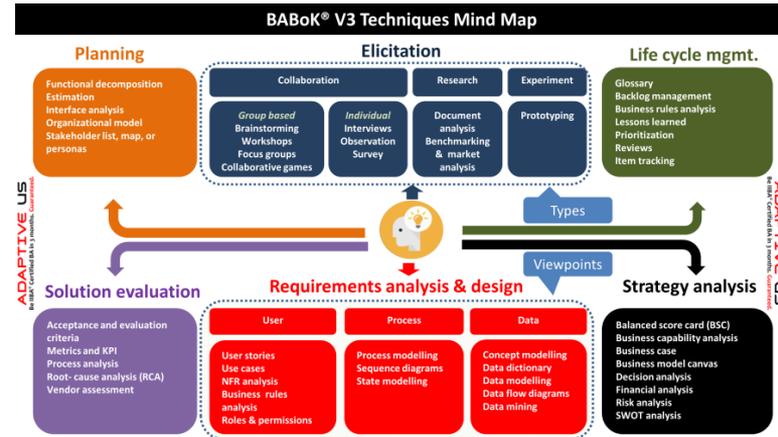
✓ Plan  
✓ Prepare  
✓ Succeed

# Preparation Tips



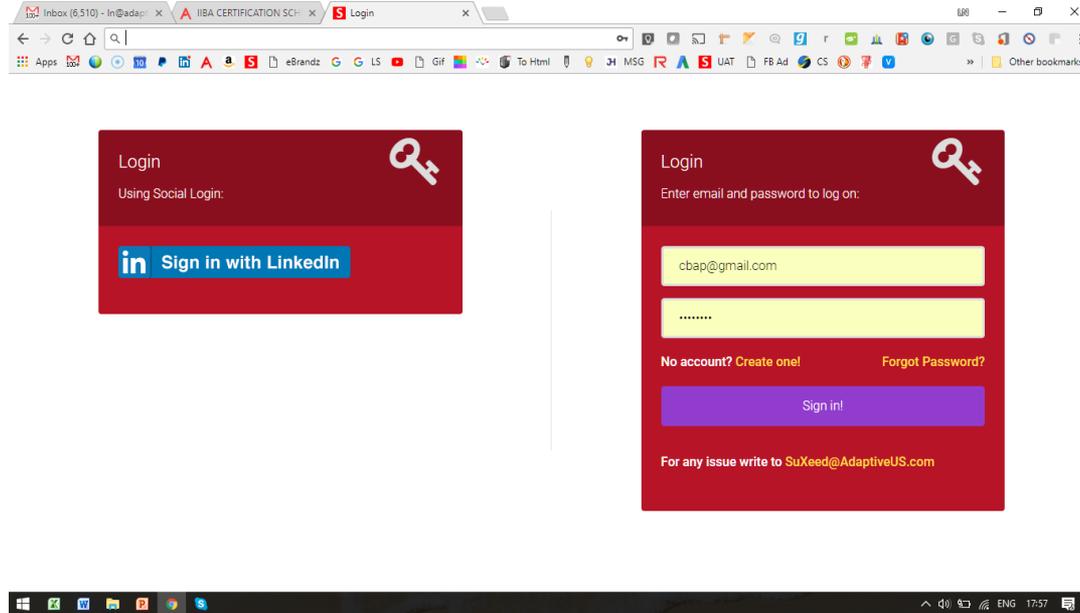
# CBAP® Exam Tips

- Get / Create mind-map of BA activities, inputs, outputs and techniques
- Adaptive’s mind-maps is a great aid!
- Learn BABoK® with the help of audio books



For a limited time, BABoK® V3 techniques mind-map is free on Adaptive SuXeed

# Sample case question



Adaptive SuXeed has  
300+ case based questions!

# CBAP® Exam Tips

- Focus on purpose of the tasks
- Understand strengths and weaknesses of techniques
- Learn how techniques can be applied to tasks
- Case studies are expected to be 1 to 1.5 pages long



# Choosing exam date

- A day after a short break
- Saturdays are usually not good for a working week
- Take exam in the 2<sup>nd</sup> half of the day as you may need to travel bit far to the exam center



# Examination Tips

# Exam Day Tips

- Visit the exam center a week prior
- Carry valid government issued ID proofs with picture, signature and expiry date
- Do not over eat just before test, nor be in empty stomach
- Go to the rest room prior to the test
- Stay cool!



# CBAP® Exam Tips

- Initial questions can be tougher
- Observe time elapsed against progress made – Target 40 questions per hour
- Mark questions for review
- Be prepared for calculations



# Useful links

- Free CBAP® Exam Simulator :  
[AdaptiveUS.com/SuXeed](https://AdaptiveUS.com/SuXeed)
- UML for IT Business Analyst –  
Howard Podeswa



thank you!