

Mastering Business Analysis: Path to CBAP Certification

16 – 20 November 2026
Vienna (Austria)

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Why This Course

Business analysis plays a critical role in helping organizations understand needs, define solutions, manage requirements, and deliver meaningful business value. For experienced business analysts, the Certified Business Analysis Professional certification is a recognized credential that validates advanced knowledge, practical capability, and professional maturity in the field.

Preparing for CBAP requires more than reviewing concepts. Participants need a strong understanding of the BABOK Guide knowledge areas, the ability to apply techniques to complex business scenarios, and confidence in approaching exam-style questions with the right mindset and strategy.

This intensive 5-day course prepares experienced business analysts for the CBAP exam while strengthening their practical business analysis capability. Through structured learning, case studies, group discussions, BABOK-based exercises, and exam practice, participants will deepen their understanding of business analysis practices and prepare to apply them both in the exam and in real workplace situations.

What You'll Learn and Practice

By joining this program, you will:

- Understand the CBAP certification structure, expectations, and exam approach.
- Master the six BABOK Guide knowledge areas.
- Apply business analysis planning, monitoring, governance, and stakeholder engagement practices.
- Use elicitation and collaboration techniques effectively.
- Manage requirements across their full life cycle.
- Trace, maintain, prioritize, assess, and approve requirements.
- Apply strategy analysis techniques to define current and future states.
- Assess risks and define change strategies.
- Evaluate solution performance and recommend improvements.
- Specify, model, verify, and validate requirements.
- Define requirements architecture and design options.
- Strengthen critical thinking and problem-solving for complex business scenarios.
- Practice CBAP-style questions and exam strategies.

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A graphic of a chessboard with several chess pieces (king, queen, rook, knight, and pawns) positioned on it. The board is checkered, and the pieces are in gold and silver. The text 'UK Training PARTNER' is overlaid on the board.

The Program Flow

Day 1: Business Analysis Planning and Monitoring

- Introduction to the BABOK Guide and CBAP certification.
- Understanding the six knowledge areas and business analysis core concepts.
- Planning the business analysis approach.
- Planning stakeholder engagement.
- Business analysis governance and decision-making.
- Business analysis information management.
- Identifying business analysis performance improvements.
- Practical exercise: Building a BA planning and stakeholder engagement approach.

Day 2: Elicitation and Collaboration

- Preparing for elicitation activities.
- Conducting elicitation using appropriate techniques.
- Interviews, workshops, observation, surveys, document analysis, and collaborative sessions.
- Documenting and confirming elicitation results.
- Communicating business analysis information effectively.
- Managing stakeholder collaboration.
- Role play: Conducting an elicitation session and validating findings.

Day 3: Requirements Life Cycle Management

- Tracing requirements across the project and solution life cycle.
- Maintaining requirements and ensuring ongoing relevance.
- Prioritizing requirements based on business value, risk, urgency, and dependencies.
- Assessing requirement changes and their impact.
- Approving requirements and managing stakeholder agreement.
- Requirements management tools and techniques.
- Workshop: Building a requirements traceability and prioritization framework.

Day 4: Strategy Analysis and Solution Evaluation

- Analyzing the current state.
- Defining the future state.
- Identifying gaps, needs, opportunities, and constraints.
- Assessing risks and defining change strategy.
- Measuring and analyzing solution performance.
- Assessing solution limitations and enterprise limitations.
- Recommending actions to increase solution value.
- Practical exercise: Applying strategy analysis and solution evaluation to a business case.

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Day 5: Requirements Analysis, Design Definition, and Exam Preparation

- Specifying and modeling requirements.
- Verifying and validating requirements.
- Defining requirements architecture.
- Defining design options and analyzing potential value.
- Understanding solution scope and requirements relationships.
- CBAP exam strategies, question patterns, and time management.
- Practice questions and review of key learning areas.
- Final activity: Creating a personal CBAP study and exam readiness plan.

Individual Impact

- Build a comprehensive understanding of BABOK Guide knowledge areas.
- Strengthen advanced business analysis skills for complex organizational challenges.
- Improve confidence in applying business analysis techniques and methodologies.
- Enhance critical thinking, requirements analysis, and stakeholder collaboration skills.
- Increase readiness and confidence for the CBAP exam.
- Develop a structured study approach for continued preparation.

Work Impact

- Improve the quality of business analysis planning and execution.
- Strengthen requirements management, traceability, and stakeholder alignment.
- Improve solution evaluation and value-based recommendations.
- Support better decision-making in projects, programs, and organizational change.
- Increase business analysis maturity and consistency within teams.
- Enhance the organization's ability to define needs and deliver solutions that create real business value.

Training Methodology

This program uses a structured and exam-focused approach while keeping the learning practical and workplace-relevant. Learning methods include:

- Interactive discussions and guided facilitation.
- BABOK Guide knowledge area reviews.
- CBAP-style case studies and scenario analysis.
- Elicitation, stakeholder, and requirements management exercises.
- Requirements modeling and validation activities.
- Strategy analysis and solution evaluation workshops.
- Practice questions, exam tips, and review sessions.
- Peer discussion, facilitator feedback, and personal study planning.

A graphic of a chessboard with several chess pieces (a king, a queen, and a pawn) in the foreground. The text 'UK Training' is in a small font above the word 'PARTNER' in a large, bold, black font.

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Beyond the Course

Upon completion, participants will be better prepared to pursue CBAP certification and apply advanced business analysis practices with confidence. They will return ready to:

- Understand and apply the six BABOK Guide knowledge areas.
- Use advanced business analysis techniques in real-world scenarios.
- Manage stakeholders, elicitation, requirements, strategy analysis, and solution evaluation more effectively.
- Approach CBAP exam questions with stronger confidence and structure.
- Continue exam preparation with a clear personal study plan.
- Strengthen their professional credibility and career growth as experienced business analysts.

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