BaselineSkills

CERTIFICATION OF CAPABILITY IN BUSINESS ANALYSIS

CCBA® CERTIFICATION PREPARATION

FROM BABOK® KNOWLEDGE TO BUSINESS ANALYSIS CAPABILITY

Learn the framework. Practise the skill. Apply it at work.

A four-day, practitioner-led programme that combines CCBA® exam preparation with hands-on Business Analysis practice. Use ReqM to turn business needs into structured requirements, traceability and testable outcomes.

"The value of Business Analysis is not in producing more documents. It is in creating better decisions, clearer requirements and measurable business outcomes."

Course at a Glance

Course	Certification of Capability in Business Analysis (CCBA®) Certification Preparation
Certification	Certification of Capability in Business Analysis (CCBA®), IIBA®
Duration	4 days — intensive instructor-led programme
Delivery	Live online • Classroom • Corporate / team workshop
Learning approach	BABOK® Guide v3 concepts • case-based exercises • BA in Practice labs (ReqM)

Why BA in Practice?

Certification knowledge matters. Workplace capability matters more. This programme deliberately connects the two. Each major knowledge area is explored through realistic BA situations and, where applicable, mapped to ReqM so learners can see how business analysis artefacts and decisions connect across a lifecycle.

Three layers of learning

CERTIFICATION	Build deeper BABOK® Guide v3 understanding across all knowledge areas and prepare systematically for the CCBA® exam.
CAPABILITY	Practise framing business needs, eliciting requirements, managing the lifecycle and evaluating solutions through realistic BA scenarios.
APPLICATION	Use ReqM to see how business need, stakeholders, requirements, traceability and test cases connect in a real workflow.

Module 1 — BA Foundation, Planning and Requirements Lifecycle

From CCBA® orientation to a defensible requirements lifecycle

You will learn

- CCBA® & BABOK® orientation: certification journey, BABOK® structure, knowledge areas, tasks, elements and common themes
- Key concepts: Business Analysis Core Concept Model (BACCM), terminology, requirements classification, stakeholders
- Underlying competencies: analytical thinking, behavioural characteristics, business knowledge, communication, interaction, tools and techniques
- Business Analysis Planning & Monitoring: BA approach, governance, information management, stakeholder engagement, performance measures
- Requirements Life Cycle Management: traceability, maintenance, prioritisation, approvals, change

BA in Practice

Work a realistic BA case from the first session onward: set the business outcome the case must achieve, distinguish the business problem from the proposed solution, and connect business context to stakeholder identification and an initial analysis plan.

ReqDrive lab: Use ReqM M1 (Business Need) through M2 (Stakeholders), then M6–M8 to create requirements, connect them to upstream needs and downstream tests, and explore the impact of change.

"A business need and a proposed solution are not the same thing — and confusing them is where most BA work goes wrong first."

Module 2 — Elicitation, Collaboration and Strategy Analysis

From eliciting the right information to a defensible change strategy

You will learn

- Elicitation & Collaboration: prepare for elicitation, conduct elicitation, confirm results, communicate information, manage collaboration
- Elicitation techniques: interviews, workshops, observation, document analysis, surveys and other BABOK® techniques
- Strategy Analysis: analyse current state, define future state, assess risks, define change strategy
- Strategy-to-requirement bridge: connect business objectives, stakeholders, capabilities, requirements and solution options

BA in Practice

Run a human-first elicitation exercise before any AI assistance, then use ReqM to structure stakeholder needs and surface information gaps you might otherwise miss.

ReqDrive lab: Use ReqM M1 for structured problem framing and gap analysis, then trace the movement from business need (M1) to stakeholders (M2) to a proposed solution description (M3).

"Elicitation is a human skill first. The tool only structures what a person has already uncovered."

Module 3 — Requirements Analysis and Design Definition

From structured requirements to a recommended solution

You will learn

- Specify & model requirements: specify, model, verify and validate requirements; define requirements architecture and design options
- Requirements analysis: organise and prioritise requirements, identify assumptions and constraints, assess quality
- Solution options & design definition: define design options, analyse potential value, recommend a solution
- Models & techniques: process, scope, data, rules, acceptance and other common BA representations

BA in Practice

Turn a solution context into structured requirements, then challenge weak or orphaned requirements using a structured quality review — comparing your own judgement with what the tool flags.

ReqDrive lab: Use ReqM M3–M6 to move from solution description through requirement development, and compare human review with ReqM-supported diagnostics in the quality review lab.

"A requirement that no one can trace back to a need is an assumption wearing a requirement's clothing."

Module 4 — Solution Evaluation, Integration and CCBA® Readiness

From evidence of value to exam-ready reasoning

You will learn

- Solution Evaluation: measure solution performance, analyse measures, assess limitations, recommend actions to increase value
- End-to-end BA case: integrate planning, elicitation, strategy, lifecycle management, analysis/design and evaluation
- Techniques review: the major BABOK® techniques and when to use them
- CCBA® exam readiness: scenario-based questions, common traps, terminology, knowledge-area integration
- Personal action plan: transfer learning to the workplace

BA in Practice

Complete the case end-to-end — business need through SRS — then identify one BA workflow you'll improve at work and one place where AI can safely augment it.

ReqDrive lab: Use the full ReqM workflow, M1 through M9: Business Need → Stakeholders → Solution → Compliance → Integrations → Requirements → Tests → Traceability → SRS.

"AI accelerates the work. The Business Analyst owns the thinking."

BA in Practice — Powered by ReqDrive

ReqM is used as a practical learning environment. It does not replace the BABOK® Guide, IIBA® certification requirements, professional judgement, stakeholder conversations or formal governance.

THINK	Make your own BA assessment.
USE AI	Ask ReqM to structure, analyse or generate.
CHALLENGE	Check assumptions, omissions and context.
DECIDE	Accept, modify, reject or investigate.

The BABOK®-to-ReqM Connection

01 Business need — What problem are we actually solving? (M1)

02 Stakeholders — Who cares, who decides and who is affected? (M2)

03 Strategy — What should change and why? (M1–M3)

04 Solution — How does the proposed solution fit the need? (M3)

05 Dependencies — What else does the solution depend on? (M5)

06 Requirements — What must the solution accomplish? (M6)

07 Verification — How will we know the requirement has been met? (M7)

08 Traceability — What business outcome does this requirement support? (M8)

09 Work product — Can the analysis be communicated and reviewed? (M9)

"A certified BA should not only know the vocabulary of Business Analysis. A capable BA can move from a business problem to a decision, from a decision to a requirement, and from a requirement to evidence of value."

What You Will Learn and Be Able to Do

- Explain the purpose, scope and value of Business Analysis and the structure of the BABOK® Guide.
- Apply the Business Analysis Core Concept Model (BACCM) and key BABOK® terminology to real situations.
- Plan and monitor BA activities in a way that reflects stakeholder needs, governance, approach and context.
- Identify, engage and collaborate with stakeholders using appropriate elicitation and communication approaches.
- Manage requirements throughout their lifecycle, including traceability, prioritisation, approval, change and maintenance.
- Analyse the current state, define the future state, assess risks and opportunities, and evaluate strategic options.
- Specify and model requirements and designs at an appropriate level of detail.
- Evaluate solution performance and value using appropriate measures and evidence.
- Recognise and apply the major BABOK® techniques and understand when each technique is useful.
- Translate BA thinking into practical artefacts using ReqM — without treating AI output as a substitute for professional judgement.
- Prepare systematically for the CCBA® examination using scenario-based reasoning rather than memorisation alone.

Who Should Attend?

- Experienced Business Analysts preparing for CCBA® certification.
- Senior BAs and practitioners who want a structured review of BABOK® Guide v3 knowledge areas.
- Product owners, product managers and project professionals whose work includes substantial business analysis.
- Systems, requirements and solution professionals who work closely with business stakeholders.

The programme is also suitable for corporate BA teams preparing for a common professional framework and certification journey. It is designed to respect existing experience — the goal is not to teach experienced BAs how to start from zero, but to strengthen their reasoning across the BABOK® knowledge areas.

Prerequisites

There is no formal prerequisite to attend the programme, but participants benefit from prior experience in business analysis, product, project or systems work — this is not an introductory course. Eligibility for the CCBA® examination itself is set independently by IIBA® and should be confirmed against current IIBA® requirements.

Course Format

Duration	4 days — intensive instructor-led programme
Delivery	Live online • Classroom • Corporate / team workshop
Learning	BABOK® Guide v3 concepts • case-based exercises • BA in Practice labs (ReqM) • scenario-based exam preparation

Certification

Certification of Capability in Business Analysis (CCBA®)

The course covers the BABOK® Guide v3.0 knowledge areas, underlying competencies, techniques, models and exam preparation, and prepares participants for the CCBA® certification examination administered by IIBA®.

TRAINING ≠ CERTIFICATION

Baseline Skills provides the training and CCBA® exam preparation. IIBA® certification is awarded following successful completion of the CCBA® application and examination process. Eligibility requirements, application steps and fees are determined by IIBA® and should be confirmed against current IIBA® requirements.

Why Learn with Baseline Skills?

- Standards-based preparation aligned with the BABOK® Guide v3.0.
- Practical exercises and a realistic BA case, not exam notes alone.
- AI-assisted BA practice using ReqM, with human judgement always in the loop.
- Real-world scenarios spanning business need through solution evaluation.
- Exam preparation combined with day-to-day BA capability.
- Learning from practitioners with industry and training experience.

"The real value of Business Analysis training is not the number of people who complete the course. It is the number of better decisions, clearer requirements and measurable outcomes they create when they return to work."

For Organizations — Move from Training Attendance to BA Capability

For corporate teams, the programme can be delivered around a realistic business scenario, allowing participants to practise common language and a repeatable analysis workflow rather than learning isolated BABOK® concepts.

- Common BA vocabulary across business, product, engineering, QA and leadership.
- Structured business need analysis and less premature solutioning.
- Stronger stakeholder identification, engagement and collaboration discipline.
- Clearer requirements lifecycle: change, priority, approval and impact.
- A traceability mindset connecting objectives, requirements and evidence.
- A reusable, AI-assisted BA workflow teams can adapt to their own process and tools.

"Don't just send people to a certification course. Send them back with a repeatable BA workflow the whole team can use."

What Comes Next?

CCBA® Certification Preparation provides a foundation for further specialization in Requirements Engineering (IREB CPRE) and Business Process Improvement, as well as broader Baseline Skills learning paths in Systems Engineering and Project Management. Participants continue their application and exam journey directly with IIBA®.

Frequently Asked Questions

Does this course guarantee I will pass the CCBA® exam?

No. The course provides structured preparation and practice; the certification examination is administered independently by IIBA®, whose eligibility and exam rules must be confirmed separately.

Do I need to be an experienced BA to attend?

Yes. This programme is designed for experienced Business Analysts and related practitioners; it is not an introductory business analysis course.

Is ReqM required to take the course or the exam?

No. ReqM is used as a practical learning environment; it does not replace the BABOK® Guide, IIBA® requirements or professional judgement.

Will AI do the business analysis for me?

No. The course emphasizes human-first BA thinking. AI output is challenged and evaluated, not accepted automatically.

Is CCBA® eligibility guaranteed by attending?

No. CCBA® eligibility, application and exam rules are set by IIBA® and should be confirmed against current IIBA® requirements.

Can this be delivered for a corporate team?

Yes. Exercises can use a team's own anonymised business scenario or a Baseline Skills case study, subject to scope and confidentiality.

Explore the programme at baselineskills.com • Explore ReqM at reqm.reqdrive.com • ReqDrive platform at reqdrive.com

LEARN THE FRAMEWORK • PRACTISE THE SKILL • APPLY IT AT WORK

BaselineSkills.com

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