

BABOK v3 Focus Checklist

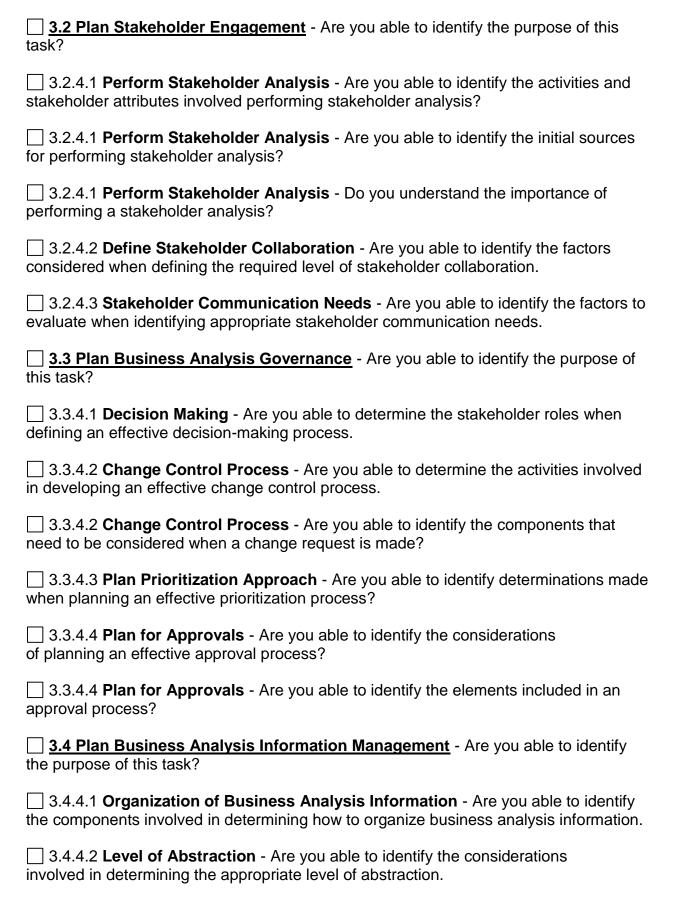
How to use this checklist

In order to use this focus checklist, it's recommended to have it handy while you read through The BABOK Guide or as you progress through an exam prep course. As you navigate through each task element or chapter section, review the *learning objectives* for the corresponding section to ensure that you have met the expected *learning outcome* and that you are focusing on material that is relevant to the certification exam. If a particular chapter or section is not present in this checklist, you can infer that the content is *less* relevant to the exam, however, you should be prepared for questions related to any section of BABOK. The learning objectives included have been deemed to be more likely to appear on the exam based on the IIBA exam blueprints, competencies, as well as feedback from various students who have taken the exam.

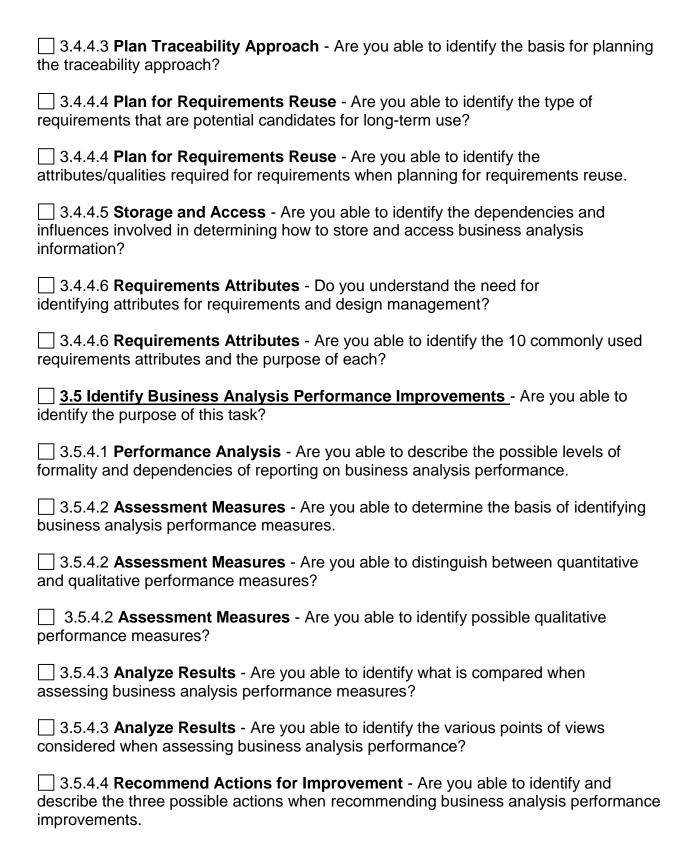
Business Analysis Planning and Monitoring

☐ 3.1 Plan Business Analysis Approach – Are you able to identify the purpose of this task?
☐ 3.1.4.1 Planning Approach – Are you able to identify the considerations for selecting the preferred business analysis approach?
☐ 3.1.4.1 Planning Approach – Are you able to determine when a predictive approach is preferred?
☐ 3.1.4.1 Planning Approach – Are you able to determine when an adaptive approach is preferred?
☐ 3.1.4.2 Formality and Level of Detail of Business Analysis Deliverables – Are you able to identify the considerations involved in determining the appropriate level of business analysis formality?
☐ 3.1.4.3 Business Analysis Activities – Are you able to characterize the activities involved in identifying business analysis activities?
☐ 3.1.4.4 Timing of Business Analysis Work – Are you able to identify influencers of the timing of business analysis work?
☐ 3.1.4.5 Complexity and Risk – Are you able to identify factors of assessing complexity and risk factors?
☐ 3.1.4.6 Acceptance – Are you able to identify the activities involved in gaining stakeholder understanding and agreement?











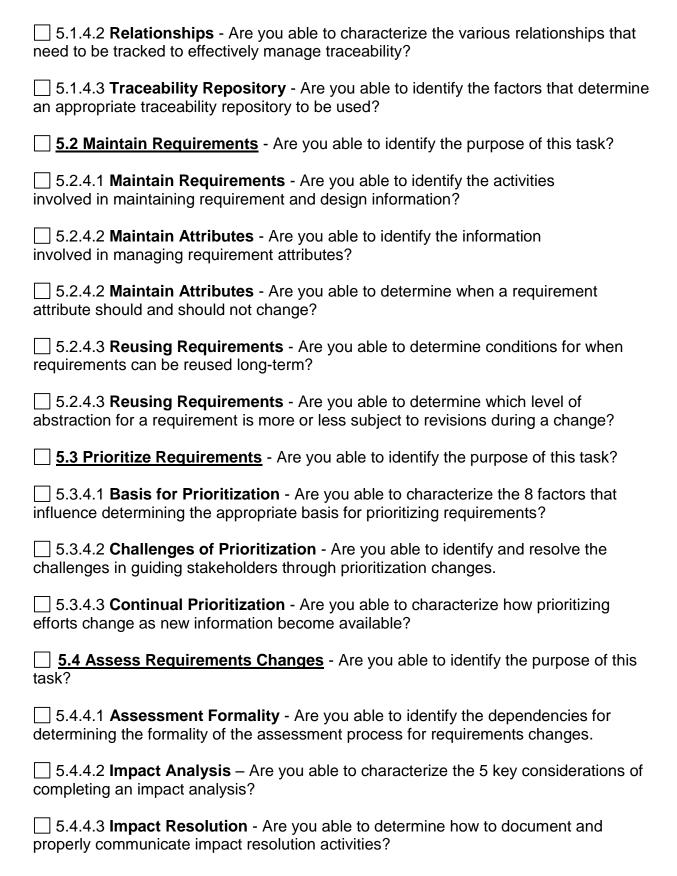
Elicitation and Collaboration

4.1 Prepare for Elicitation - Are you able to identify the purpose of this task?
4.1.4.1 Understand the Scope of Elicitation - Are you able to identify the considerations for determining the elicitation scope?
4.1.4.2 Select Elicitation Techniques - Are you able to identify the factors and considerations for selecting appropriate elicitation techniques?
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☐ 4.1.4.4 Secure Supporting Material - Are you able to identify information sources and forms of supporting elicitation materials?
☐ 4.1.4.5 Prepare Stakeholders - Are you able to identify the various ways to prepare stakeholders for elicitation activities?
4.2 Conduct Elicitation - Are you able to identify the purpose of this task?
4.2.4.1 Guide Elicitation Activity - Are you able to identify the considerations for conducting the elicitation activity for a specific outcome?
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☐ 4.3 Confirm Elicitation Results - Are you able to identify the purpose of this task?
☐ 4.3.4.1 Compare Elicitation Results Against Source Information - Are you able to identify the activities involved in comparing elicitation results against source information.
☐ 4.3.4.2 Compare Elicitation Results Against Other Elicitation Results - Are you able to recognize the activities involved in comparing elicitation results against other elicitation results.
☐ <u>4.4 Communicate Business Analysis Information</u> - Are you able to identify the purpose of this task?
☐ 4.4.4.1 Determine Objectives and Format of Communication - Are you able to recognize the various objectives of communication?



☐ 4.4.4.1 Determine Objectives and Format of Communication - Are you able to convey the various consideration in determining the format of communication?
4.4.4.1 Determine Objectives and Format of Communication - Are you able to characterize the three possible forms of communication packages?
☐ 4.4.4.2 Communicate Business Analysis Package - Are you able to characterize the three common platforms considered for communicating the appropriate level of detail?
☐ 4.5.4.1 Gain Agreement on Commitments - Are you able to identify the levels of formality for gaining agreement for required stakeholder commitments?
☐ 4.5.4.1 Gain Agreement on Commitments - Are you able to characterize the competencies involved in gaining agreement for required stakeholder commitments?
☐ 4.5.4.2 Monitor Stakeholder Engagement - Are you able to convey the reasons for monitoring stakeholder engagement?
☐ 4.5.4.2 Monitor Stakeholder Engagement - Are you able to convey the possible stakeholder engagement risks BA should continually monitor?
☐ 4.5.4.3 Collaboration - Are you able to characterize the requirements to establish genuine collaborative stakeholder relationships?
4.5.4.3 Collaboration - Are you able to identify the components involved in collaborative relationships?
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Requirements Life Cycle Management
☐ 5.1.4.1 Level of Formality - Are you able to convey the considerations for the value of relationships when determining the appropriate amount of effort to trace requirements?

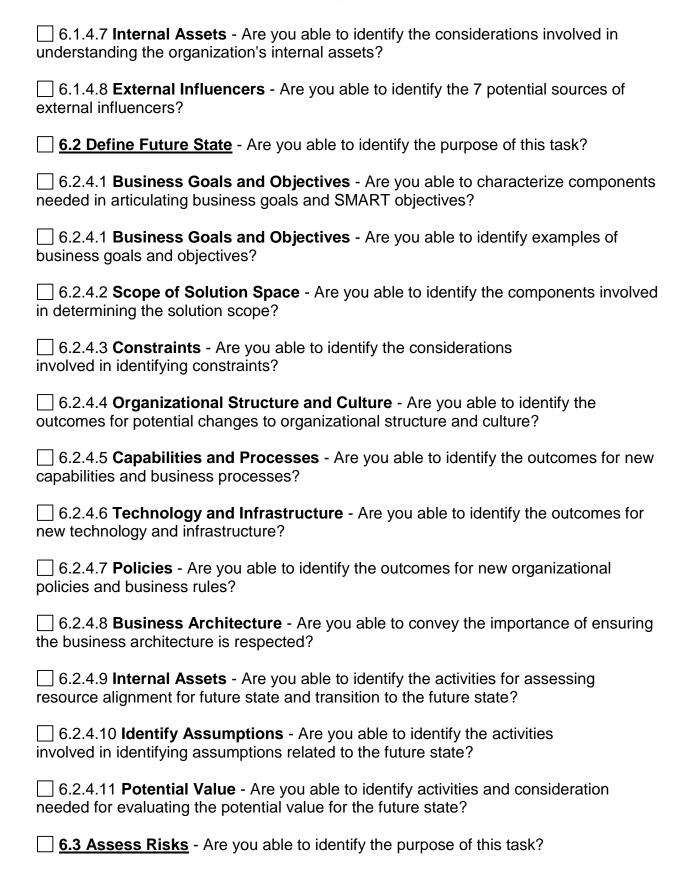




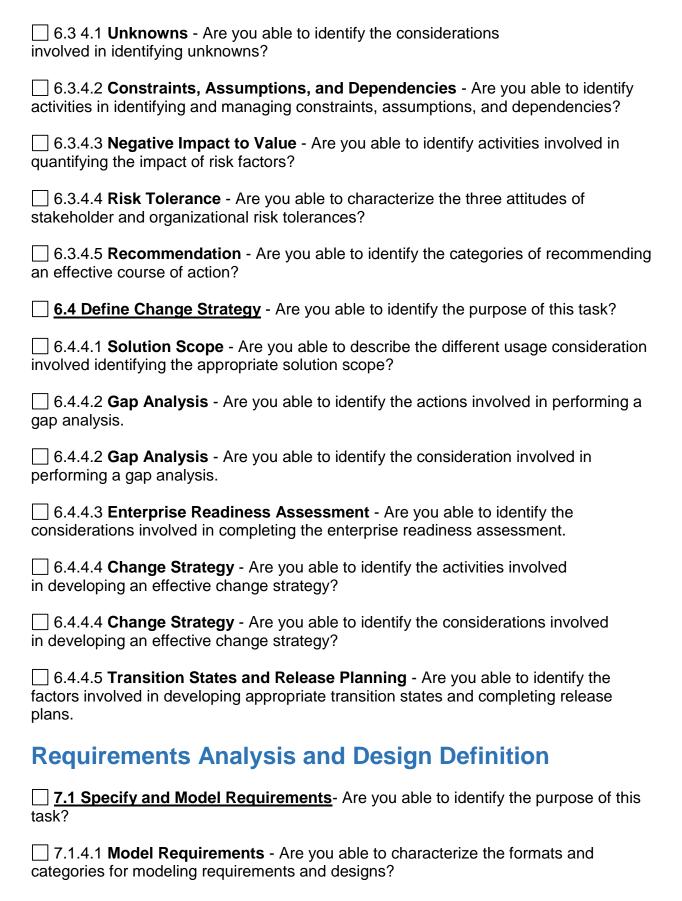


5.5 Approve Requirements - Are you able to identify the purpose of this task?
5.5.4.1 Understand Stakeholder Roles - Are you able to convey how understanding stakeholder roles and authority levels influence the approval process.
☐ 5.5.4.2 Conflict and Issue Management - Are you able to describe how to perform and document managing conflicts and resolving issues.
☐ 5.5.4.3 Gain Consensus - Are you able to identify appropriate methods to gain consensus on key business analysis information.
☐ 5.5.4.3 Gain Consensus - Are you able to identify which action to take when there is a lack of agreement regarding approval?
☐ 5.5.4.4 Track and Communicate Approval - Are you able to describe the activities involved in tracking and communicating approval decisions.
Strategy Analysis
☐ 6.1 Analyze Current State - Are you able to identify the purpose of this task?
☐ 6.1.4.1 Business Needs - Are you able to characterize the different levels for defining business needs?
☐ 6.1.4.1 Business Needs - Are you able to convey the considerations needed for defining business needs?
☐ 6.1.4.2 Organizational Structure and Culture - Are you able to characterize organizational structure and culture?
☐ 6.1.4.2 Organizational Structure and Culture - Are you able to identify when a culture assessment should be performed?
☐ 6.1.4.3 Capabilities and Processes - Are you able to characterize the performance views of the organizational capabilities and processes.
☐ 6.1.4.4 Technology and Infrastructure - Are you able to identify the components involved in understanding the technology and infrastructure utilized by the organization?
☐ 6.1.4.5 Policies - Are you able to identify the components involved in understanding organizational policies and business rules?
☐ 6.1.4.6 Business Architecture - Are you able to convey the BA role in understanding the organization's business architecture?

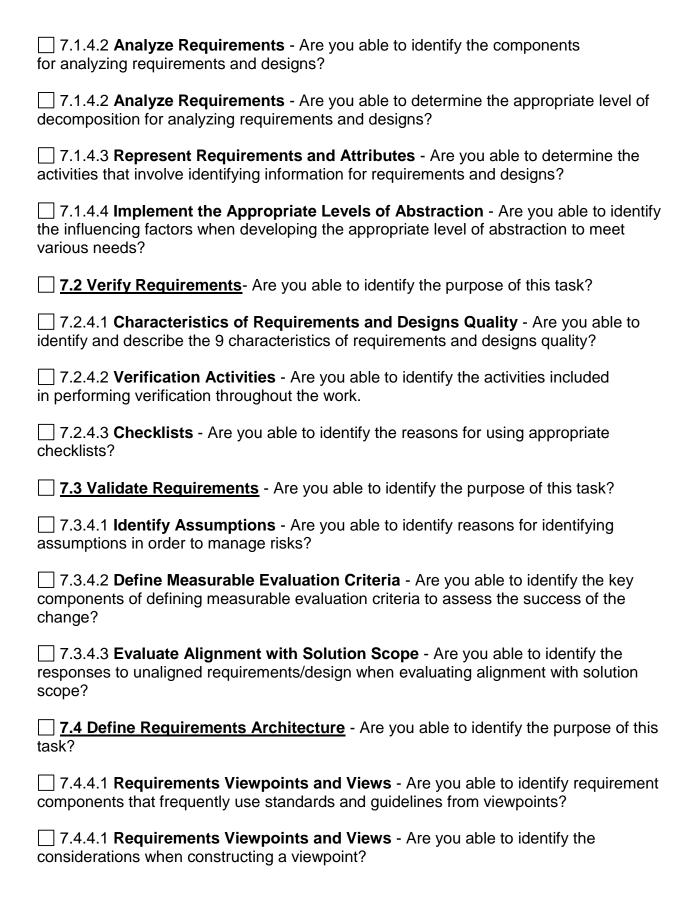












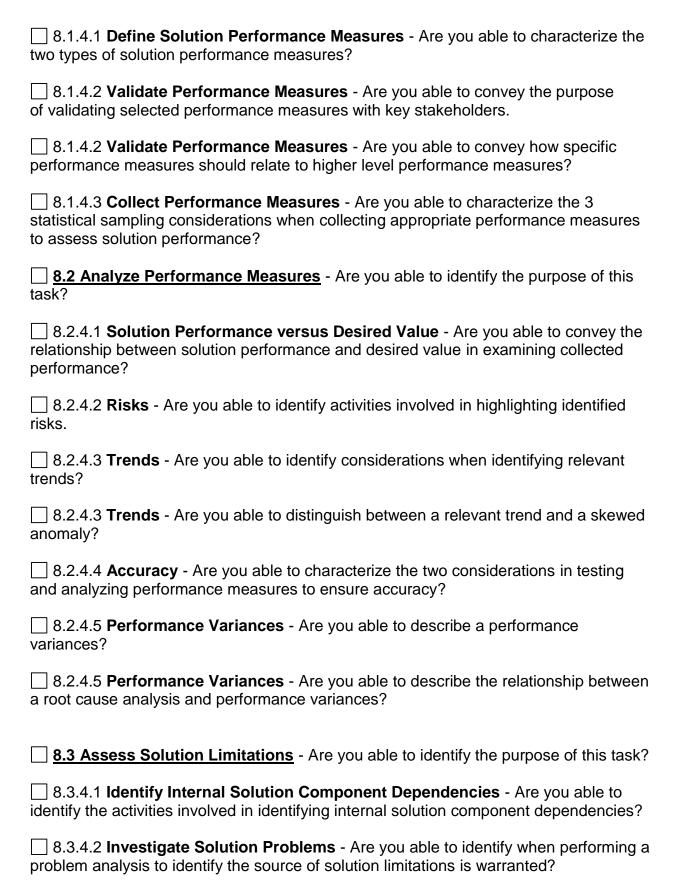




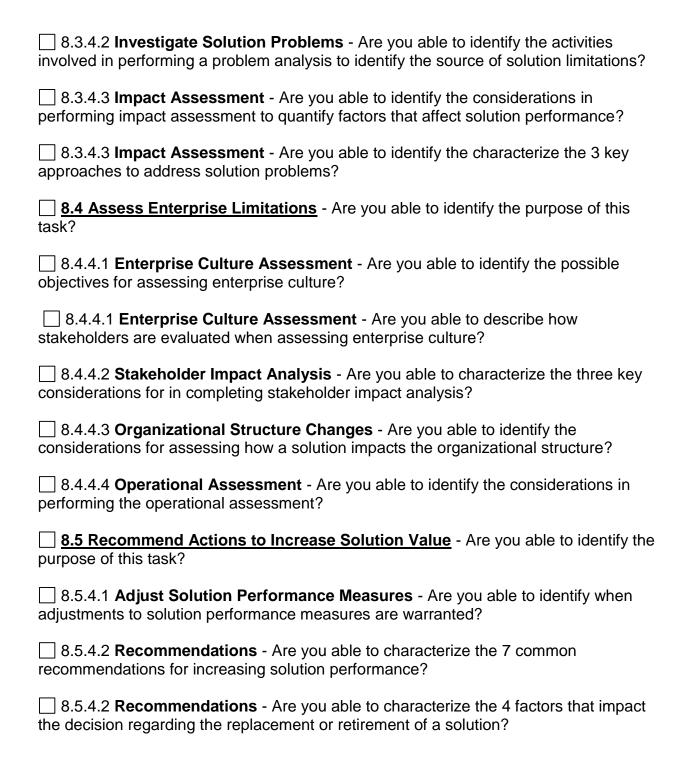


☐ 7.5.4.4 Describe Design Options - Are you able to describe the relationship between design options and performance measure?
7.5.4.4. Describe Design Options - Are you able to identify when benefits are realized?
☐ <u>7.6 Analyze Potential Value and Recommend Solution</u> - Are you able to identify the purpose of this task?
☐ 7.6.4.1 Expected Benefits - Are you able to characterized possible expected benefits of a potential solution?
☐ 7.6.4.1 Expected Benefits - Are you able to convey how benefits are determined and calculated?
☐ 7.6.4.2. Expected Costs - Are you able to identify 8 expected costs types when identifying the costs associated with a potential solution?
☐ 7.6.4.2. Expected Costs - Are you able to characterize and determine the opportunity cost?
☐ 7.6.4.3 Determine Value - Are you identify the sources in determining the value of a solution to key stakeholders.
☐ 7.6.4.3 Determine Value - Are you able to describe the relationship between enterprise value and stakeholder group value?
☐ 7.6.4.3 Determine Value - Are you able to distinguish positive value from negative value?
☐ 7.6.4.4 Assess Design Options and Recommend Solution - Are you able to identify the basis for assessing design options and recommending the appropriate solution.
☐ 7.6.4.4 Assess Design Options and Recommend Solution - Are you able to characterize three key factors to consider when assessing design options?
Solution Evaluation
☐ <u>8.1 Measure Solution Performance</u> - Are you able to identify the purpose of this task?
8.1.4.1 Define Solution Performance Measures - Are you able to identify activities for determining appropriate measures for assessing solution performance.











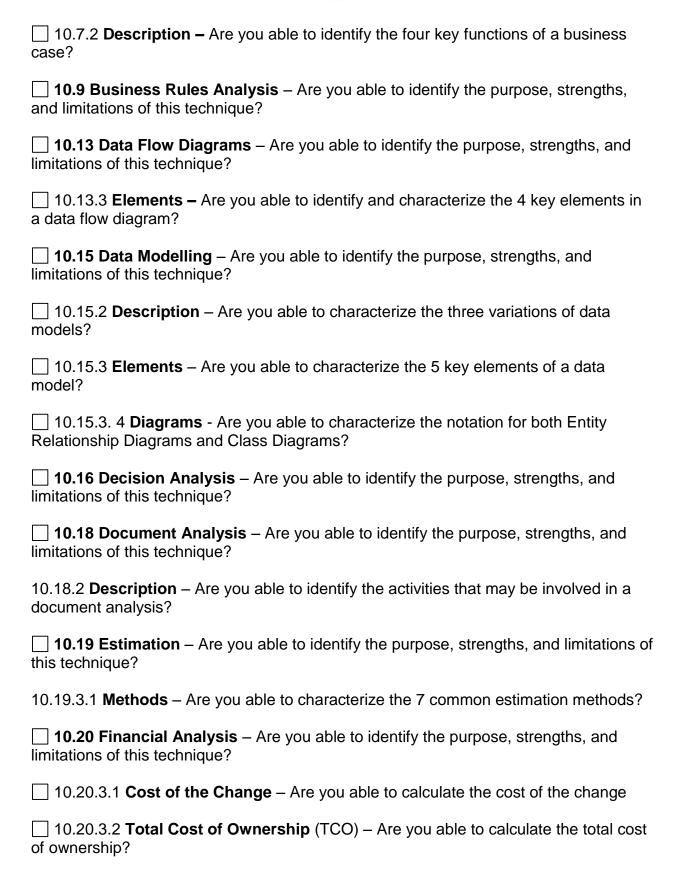
Underlying Competencies

9.1 Analytical Thinking and Problem Solving - Are you able to identify the purpose and effectiveness measures for the following core competencies?
☐ 9.1.1 Creative Thinking
9.1.2 Decision Making
☐ 9.1.3 Learning
☐ 9.1.4 Problem Solving
9.1.5 Systems Thinking
9.1.6 Conceptual Thinking
☐ 9.1.7 Visual Thinking
9.2 Behavioral Characteristics - Are you able to identify the purpose and effectiveness measures for the following core competencies?
9.2.4 Organization and Time Management
9.2.5 Adaptability
9.3 Business Knowledge - Are you able to identify the purpose and effectiveness measures for the following core competencies?
9.3.1 Business Acumen
☐ 9.3.3 Organization Knowledge
☐ 9.3.4 Solution Knowledge
9.3.5 Methodology Knowledge
9.4 Communication Skills - Are you able to identify the purpose and effectiveness measures for the following core competencies?
☐ 9.4.1 Verbal Communication
9.4.2 Non-Verbal Communication

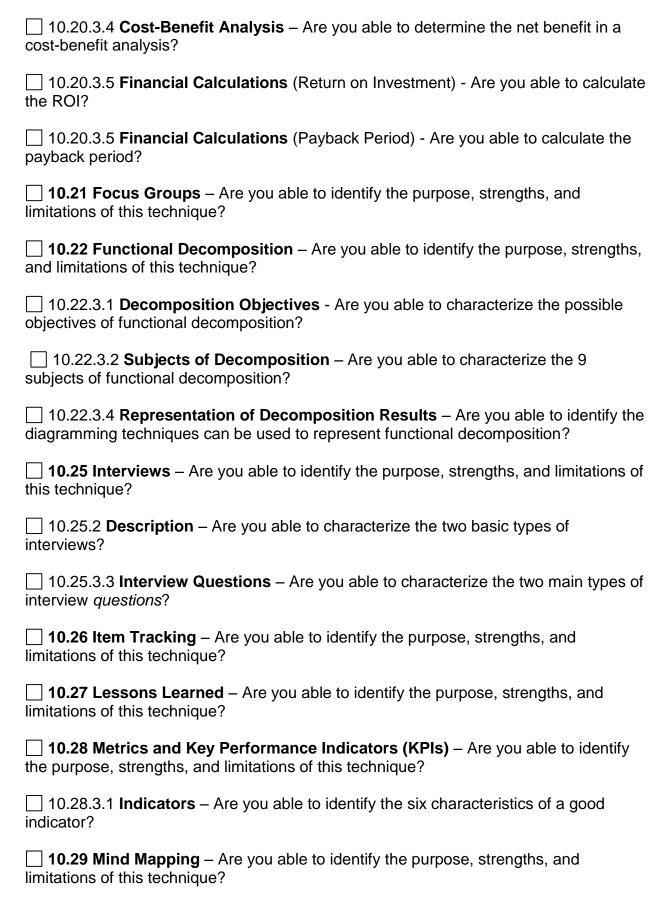


9.4.3 Written Communication
9.4.4 Listening
9.5 Interaction Skills - Are you able to identify the purpose and effectiveness measures for the following core competencies?
9.5.1 Facilitation
9.5.2 Leadership and Influencing
9.5.3 Teamwork
9.5.4 Negotiation and Conflict Resolution
9.5.5 Teaching
9.6 Tools and Technology - Are you able to identify the purpose and effectiveness measures for the following core competencies?
☐ 9.6.1 Office Productivity Tools and Technology
☐ 9.6.2 Business Analysis Tools and Technology
☐ 9.6.3 Communication Tools and Technology
Techniques
The techniques that are listed in this section have been deemed most likely to appear on the exam, however, you should be prepared for questions on any technique listed in BABOK.
☐ 10.1 Acceptance and Evaluation Criteria – Are you able to identify the purpose, strengths, and limitations of this technique?
☐ 10.4 Benchmarking and Market Analysis – Are you able to identify the purpose, strengths, and limitations of this technique?
☐ 10.5 Brainstorming – Are you able to identify the purpose, strengths, and limitations of this technique?
☐ 10.7 Business Cases – Are you able to identify the purpose, strengths, and limitations of this technique?

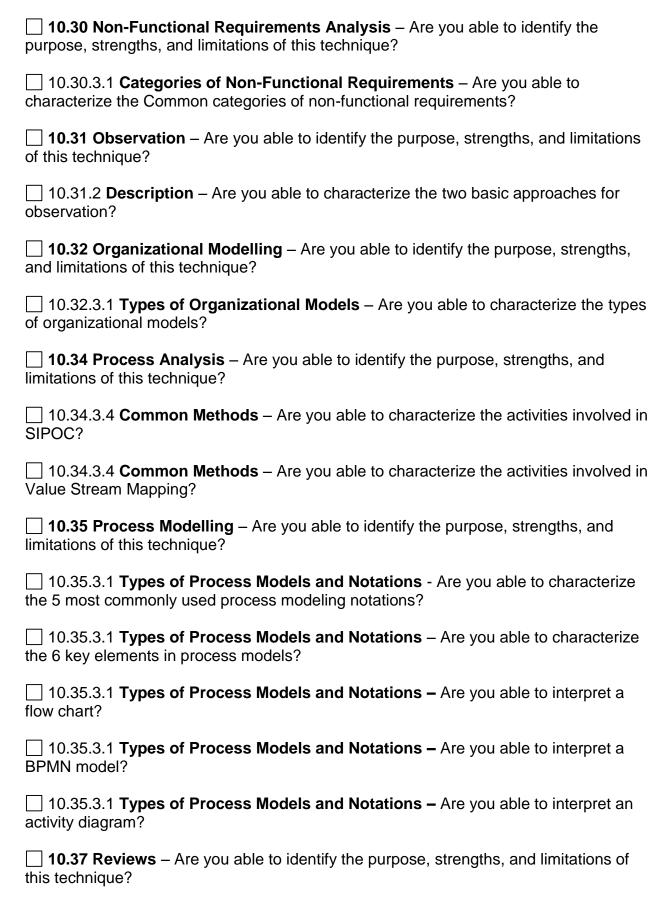




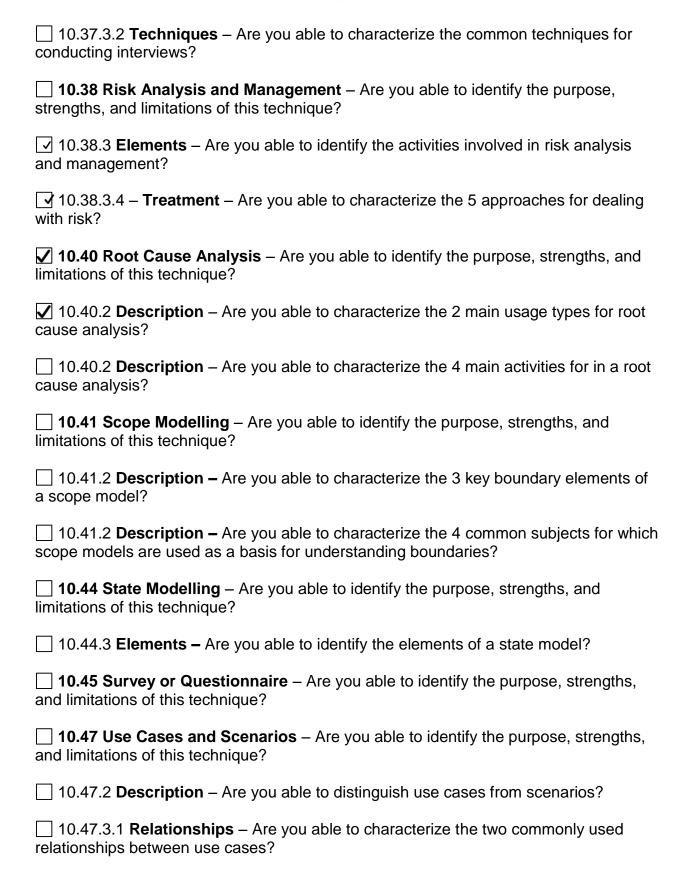














☐ 10.47.3.1 Use Case Diagram – Are you able to identify the components and prope notation of a use case diagram?
☐ 10.50 Workshops – Are you able to identify the purpose, strengths, and limitations of this technique?
☐ 10.50.3.2 Workshop Roles – Are you able to characterize the roles involved in a successful workshop?

Additional Learning Opportunities

If you would like a comprehensive *live* IIBA certification prep course to earn your required PD hours, see the following resource: <u>Live IIBA Cert Courses</u>

If you would like a comprehensive **on-demand** IIBA certification prep course to earn your required PD hours, see the following resource: <u>On-demand IIBA Cert Courses</u>

If you would like IIBA certification exam tips and a full simulation exam, see the following resource: <u>Simulation Exams</u>

If you would like an overview of business analysis techniques that align with BABOK, see the following free resource: <u>BA Techniques</u>



