

# Business Analysis, IQBBA Foundation 3.0: certification

Hands-on course of 3 days - 21h

Ref.: IBA - Price 2025: 2 430 (excl. taxes)

## EDUCATIONAL OBJECTIVES

At the end of the training, the trainee will be able to:

Understand the discipline of "Business Analysis"

Identify an organization's business processes and stakeholders

Model a business requirement based on an expression of need

Define and validate a repository of business requirements

Know the tools, techniques, and methods for the business analyst

Take the official IQBBA Version 3.0 certification exam

## TEACHING METHODS

In accordance with the official IQBBA program, hands-on work is done during the training. A permanent system for reviewing the exam as progress goes forward is put in place.

## EXERCISE

Foundation-level exam questions, on different levels of the IQBBA 3.0 syllabus (K1, K2, and K3)

## CERTIFICATION

One-hour official IQBBA V3 multiple-choice exam on the third day at the end of the training.

## TRAINER QUALIFICATIONS

The experts leading the training are specialists in the covered subjects. They have been approved by our instructional teams for both their professional knowledge and their teaching ability, for each course they teach. They have at least five to ten years of experience in their field and hold (or have held) decision-making positions in companies.

## ASSESSMENT TERMS

The trainer evaluates each participant's academic progress throughout the training using multiple choice, scenarios, hands-on work and more. Participants also complete a placement test before and after the course to measure the skills they've developed.

## TEACHING AIDS AND TECHNICAL RESOURCES

- The main teaching aids and instructional methods used in the training are audiovisual aids, documentation and course material, hands-on application exercises and corrected exercises for practical training courses, case studies and coverage of real cases for training seminars.
- At the end of each course or seminar, ORSYS provides participants with a course evaluation questionnaire that is analysed by our instructional teams.
- A check-in sheet for each half-day of attendance is provided at the end of the training, along with a course completion certificate if the trainee attended the entire session.

## TERMS AND DEADLINES

Registration must be completed 24 hours before the start of the training.

## ACCESSIBILITY FOR PEOPLE WITH DISABILITIES

Do you need special accessibility accommodations? Contact Mrs. Fosse, Disability Manager, at [psh-accueil@ORSYS.fr](mailto:psh-accueil@ORSYS.fr) to review your request and its feasibility.

## THE PROGRAMME

last updated: 07/2024

### 1) Fundamentals of business analysis

- Why is business analysis necessary? Definition and basic concepts.
- Role and responsibilities of the business analyst.
- Overview of the IQBBA and syllabus skill levels.
- What a business analyst (BA) does.
- Necessary skills.

*Exercise : Questions to review the basics.*

### 2) Definition of business strategy

- Internal analysis
- External analysis (innovation, optimization).
- Identifying stakeholders.
- Proposal and analysis of solutions.
- Project launch.

*Exercise : Identify stakeholders. Internal and external analyses. Review questions.*

### 3) Managing the business analysis process.

- Approaches to business analysis.
- Communication.
- Business analysis products.
- Tools and techniques to support the business analysis process.

*Analysis process. Review questions.*

### 4) Development of business analysis requirements

- Concept of eliciting/elucidating business requirements.
- Specification.

- Verification and validation.
  - Analyzing and modeling requirements
- Exercise : Create an elicited repository of requirements. Review of a repository of requirements. Analysis of an expression of need. Review questions.*

#### 5) Assessing and optimizing the solution

- Assessing the solution. Confirming it matches the business needs.
- Optimization. Methodologies to support process improvement.
- Exercise
- Review questions.
- Preparing for and taking the test
- Mock exam used to fully review the training.
- Taking the official IQBBA Foundation Version 3.0 exam.

#### 6)

- Management of business analysis requirements
- Information architecture.

*Exercise : Traceability.*

#### 7) Configuration management.

- Managing the scope of the solution.
- Quality assurance.
- Tools and techniques. Scoring.

*Review questions.*

## DATES

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### REMOTE CLASS

2025 : 23 juil., 03 nov.