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## BABOK<sup>®</sup> V3 Advanced Study Group Syllabus

The International Institute of Business Analysis (IIBA<sup>®</sup>) Australia Chapter offers you an opportunity to participate in a BABOK<sup>®</sup> V3 study group.

### Target Audience

The BABOK<sup>®</sup> study group may be suitable for you if you:

- Have at least 4 years Business Analysis experience and
  - Are planning to pursue IIBA Certification and/or
  - Would like to work collaboratively with others to develop your understanding of the BABOK<sup>®</sup> Version 3

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### Study Group Purpose

- To provide a structured and shared experience to learn the content of the Business Analysis Body of Knowledge Version 3 (BABOK<sup>®</sup>)
  - Knowledge Areas
  - Techniques
  - Underlying Competencies; and
  - Perspectives
- To identify practices that may enhance your own Business Analysis performance
- To share experiences and challenges to have a greater understanding of how to achieve success as a Business Analyst
- To help prepare for IIBA Certifications (CBAP<sup>™</sup> level)

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### Learning Objectives

1. Participants will achieve a demonstrated understanding of the BABOK<sup>®</sup> Version 3 content and know how to use the BABOK<sup>®</sup> for reference
2. Participants will have support from experienced IIBA volunteers to aid them with the IIBA<sup>®</sup> certification application process and examination

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### Participant Prerequisites

Participants must be individual members of IIBA<sup>®</sup> Australia

- You must be a member of IIBA<sup>®</sup> (Global) before becoming an IIBA<sup>®</sup> Australia Chapter member. To become a member of the IIBA<sup>®</sup> you need to register and submit the online applications which can be found at <http://www.iiba.org>
- To join, or renew your Australia Chapter membership, follow this link <https://australia.iiba.org/chapter-membership>

Participants must sign a copyright agreement, which prohibits the sharing of material from the study group with anyone not also enrolled in the same study group

Participants should have at least 4 years' experience to be able to contribute to discussions and to deliver presentations at the level expected

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### Participant Commitment

Participants are expected to:

- Prepare for each session by pre-reading the topic and related techniques
  - Contribute to discussions during the session, and to any online discussion forum hosted by and for the study group
  - Create and deliver a presentation for one session
    - Participants will be allocated to a team of one or two members
    - Each team will create and present an allocated topic and its related techniques
    - Make their presentation available to all study group participants
    - Facilitate the discussion for their session
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## Session Agenda

In general, each session will conform to the following agenda:

Item	Responsibility	Time
Participant attendance recorded	Study Group Facilitator	5
Recap of previous session	Study Group Facilitator	5
Topic presentation and discussion	Assigned Team	40
Break		5
Related techniques – presentation and discussion	Assigned Team	30
Topic Quiz	Study Group Facilitator	15
Topic quiz review & Certification Support	Study Group Facilitator	20
<b>Total</b>		<b>120</b>

## Logistics

Groups:	See your local IIBA® branch schedule <a href="https://australia.iiba.org/">https://australia.iiba.org/</a>
Group Size:	Limited to 20 per group
Sessions:	12 * 120-minute sessions
Venue:	Check with your local IIBA® branch

## Credits

Participants can earn up to 30 IIBA® Professional Development (PD) Hours / Continuing Development Units (CDUs)

## Credits Eligibility

To be eligible for credits, participants must:

- Attend and contribute during sessions – NB: attendance is recorded at the beginning of each session in accordance with IIBA® credit rules. Each session is worth 2 PDUs/CDUs)
- Attend a minimum of 9 sessions to obtain a Certificate of Participation
- Participate in topic tests administered by the Study Group Facilitator
- Create and present one session topic and related techniques (6 PDUs/CDUs)

## Cost

The cost is A\$220 per study group participant (inclusive of 10% GST), effective from 1<sup>st</sup> October 2016 until further notice

**Note: Study Group participation is not transferrable**

## Registration

Registration can be made via <https://australia.iiba.org/>

## Future Schedule

Additional study groups are offered in different locations throughout the year. You can register your interest with your local IIBA® branch and you will be contacted when a suitable study group is being scheduled. Register at <https://australia.iiba.org>

## Curricula

#	Topic	Presentation	BABOK® Techniques	Who
1	Chapter 1 – Introduction Chapter 2 – Core Concepts Part 1	<ul style="list-style-type: none"><li>• Study Group overview and resources</li><li>• Case Study &amp; Templates</li><li>• Introduction</li></ul>		Study Group Facilitator

#	Topic	Presentation	BABOK® Techniques	Who
2	Chapter 2 – Core Concepts Part 2	<ul style="list-style-type: none"> <li>• BACCM</li> <li>• Review Study Group overview</li> <li>• Requirements &amp; Design</li> <li>• Analytical Thinking &amp; Problem Solving</li> <li>• Behavioural Characteristics</li> <li>• Business Knowledge</li> <li>• Communication Skills</li> <li>• Interactive Skills</li> <li>• Tools &amp; Technology</li> </ul>		Study Group Facilitator
3	Chapter 6 – Strategy Analysis Part 1	<ul style="list-style-type: none"> <li>• Analyse Current State</li> <li>• Define Future State</li> </ul>	<ul style="list-style-type: none"> <li>• Business Capability Analysis</li> <li>• Concept Modelling</li> <li>• Decision Modelling</li> <li>• Functional Decomposition</li> <li>• Scope Modelling</li> </ul>	Team 1
4	Chapter 6 – Strategy Analysis Part 2	<ul style="list-style-type: none"> <li>• Assess Risks</li> <li>• Define Change Strategy</li> </ul>	<ul style="list-style-type: none"> <li>• Balanced Scorecard</li> <li>• Business Cases</li> <li>• Decision Analysis</li> <li>• Financial Analysis</li> <li>• Mind Mapping</li> </ul>	Team 2
5	Chapter 8 – Solution Evaluation	<ul style="list-style-type: none"> <li>• Measure Solution Performance</li> <li>• Analyse Performance Measures</li> <li>• Assess Solution Limitations</li> <li>• Assess Enterprise Limitations</li> <li>• Recommend Actions to Increase Solution Value</li> </ul>	<ul style="list-style-type: none"> <li>• Benchmarking &amp; Market Analysis</li> <li>• Data Mining</li> <li>• Risk Analysis &amp; Management</li> <li>• Root Cause Analysis</li> </ul>	Team 3
6	Chapter 4 – Elicitation & Collaboration	<ul style="list-style-type: none"> <li>• Prepare for Elicitation</li> <li>• Conduct Elicitation</li> <li>• Confirm Elicitation Results</li> <li>• Communicate Business Analysis Information</li> <li>• Manage Stakeholder Collaboration</li> </ul>	<ul style="list-style-type: none"> <li>• Collaborative Games</li> <li>• Document Analysis</li> <li>• Focus Groups</li> <li>• Observation</li> <li>• Prototyping</li> </ul>	Team 4
7	Chapter 7 – Requirements Analysis & Design Part 1	<ul style="list-style-type: none"> <li>• Specify and Model Requirements</li> <li>• Verify Requirements</li> <li>• Validate Requirements</li> </ul>	<ul style="list-style-type: none"> <li>• Acceptance and Evaluation Criteria</li> <li>• Data Dictionary</li> <li>• Metrics and KPIs</li> <li>• Sequence Diagrams</li> <li>• State Modelling</li> </ul>	Team 5
8	Chapter 7 – Requirements Analysis & Design Part 2	<ul style="list-style-type: none"> <li>• Define Requirements Architecture</li> <li>• Define Design Options</li> <li>• Analyse Potential Value</li> <li>• Recommend Solution</li> </ul>	<ul style="list-style-type: none"> <li>• Brainstorming</li> <li>• Business Model Canvas</li> <li>• Data Modelling</li> <li>• SWOT Analysis</li> <li>• Vendor Assessment</li> </ul>	Team 6
9	Chapter 5 – Requirements Life Cycle Management	<ul style="list-style-type: none"> <li>• Trace Requirements</li> <li>• Maintain Requirements</li> <li>• Prioritise Requirements</li> <li>• Assess Requirement Changes</li> <li>• Approve Requirements</li> </ul>	<ul style="list-style-type: none"> <li>• Business Rules Analysis</li> <li>• Dataflow Diagrams</li> <li>• Estimation</li> <li>• Prioritisation</li> <li>• Use Cases &amp; Scenarios</li> </ul>	Team 7
10	Chapter 3 – Business Analysis Planning & Monitoring Part 1	<ul style="list-style-type: none"> <li>• Plan Business Analysis Approach</li> <li>• Plan Stakeholder Engagement</li> </ul>	<ul style="list-style-type: none"> <li>• Lessons Learned</li> <li>• Organisation Modelling</li> <li>• Stakeholder List</li> <li>• Maps or Personas</li> <li>• Surveys or Questionnaires</li> <li>• Workshops</li> </ul>	Team 8
11	Chapter 3 – Business Analysis Planning & Monitoring Part 2	<ul style="list-style-type: none"> <li>• Plan Business Analysis Governance</li> <li>• Plan Business Analysis Information Management</li> </ul>	<ul style="list-style-type: none"> <li>• Interviews</li> <li>• Item Tracking</li> <li>• Process Analysis</li> <li>• Process Modelling</li> <li>• Reviews</li> </ul>	Team 9



#	Topic	Presentation	BABOK® Techniques	Who
		<ul style="list-style-type: none"><li>● Identify Business Analysis Performance Improvements</li></ul>		
12	Chapter 11 - Perspectives	<ul style="list-style-type: none"><li>● Agile</li><li>● Business Intelligence</li><li>● Business Architecture</li><li>● Business Process Management</li><li>● Information Technology</li></ul>	<ul style="list-style-type: none"><li>● Backlog Management</li><li>● Glossary</li><li>● Interface Analysis</li><li>● Non-Functional Analysis</li><li>● User Stories</li></ul>	Team 10

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**Acceptance**

By enrolling and signing up via the IIBA Australia website, I have read the Study Group Syllabus and agree to the terms for certification of attendance and the Credits awarded based on my attendance and contribution.

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## Document Information

<b>Author:</b>	Ant Erickson	<b>Audience:</b>	IIBA® Australia Students
<b>Date</b>	08/02/2023		
<b>Portfolio:</b>	Certification & Education		

## Version History

<b>Version</b>	<b>Date</b>	<b>Author</b>	<b>Comment</b>
1.1	N/A	IIBA Australia	v1.1 initial version
1.2	08/02/23	Ant Erickson	Added Signature via EventBrite acceptance, fixed logo, added document history/information.
1.3	03/12/24	IIBA Marketing	Updated registration instructions to IIBA Australia Chapter website.