



PMI-PBA® Exam Prep Course

Course Description

This course is designed to help you prepare for the PMI Professional in Business Analysis (PMI-PBA®) examination, offered by the Project Management Institute (PMI®). Developed by BA training industry founder Barbara A. Carkenord, this course will help you gain understanding of exam concepts, improve your business analysis skills, and significantly decrease your after-class study time.

The focus of this course will be to map each student's personal business analysis experience to the exam contents and PMI-PBA domain area, with the goal of significantly increasing each student's exam score. Unique features of this course include exercises, case studies, study tips and other tools to help you understand—NOT MEMORIZE—the concepts necessary to pass the exam.

As part of the class, each student will receive a complimentary copy of our PMI-PBA Exam Prep Course Workbook, Hot Topics Flashcards for Passing the PMI-PBA® Exam, several QuickGuide Reference Cards, and a copy of our BA FASTrack® Exam Simulation Software for the PMI-PBA® Exam. Each student will also receive a complimentary copy of PMI's *Business Analysis for Practitioners: A Practice Guide*.

This course is offered in both Classroom-Based (Public and On-Site) and Instructor-Led Virtual methods.

Course Objectives

At the conclusion of this course, students will:

- Understand the knowledge and experience requirements for passing the PMI-PBA® certification exam
- Have a firm grasp of key project management and business analysis terminology used on the exam
- Know the areas on the PMI-PBA® exam which are the most difficult to answer questions correctly
- Find and fill personal gaps in business analysis knowledge and experience
- Develop and execute a personalized study plan to prepare for the exam
- Reduce after-class study time

Course Outline

PMI-PBA® Exam Prep Overview

- What is the PMI-PBA®?
- What are the sources used to develop the exam?
- How to create a study plan to pass the exam
- How to analyze situational exam questions and find "THE" correct answer

Key Concepts

- What is a project? What is a program?
- What is business analysis?
- Who are the key stakeholders?
- PM/BA Collaboration and Reporting Structure
- What is a Life Cycle?
- What is a Baseline?
- Change Control Process
- Requirements Types and States
- PMI-PBA Examination Contents Overview

Duration & Units:
3 Days, 18 PDUs/Contact Hours

Audience:

Project Managers and Business Analysts who have business analysis experience on projects or programs, and are interested in demonstrating their business analysis experience through professional certification.

Course Benefits:

- Attend instructor-led training from anywhere in the world
- Receive RMC's PMI-PBA exam study materials including:
 - Course workbook with slides and exercises used in class
 - Hot Topics Flashcards
 - FASTrack® Exam Simulation Software
 - QuickGuides for the PMI-PBA Exam
 - PMI's BA Practice Guide
- In class guided study
- Dramatically reduce after class study time

Course at-a-Glance:

- 3 Days, 18 PDUs/Contact Hours
- 9:00 am to 4 pm CTA daily
- Focused study plan

Next Steps After Class:

- Apply for PMI-PBA® Exam
- Work through your study plan developed in class
- Schedule your PMI-PBA® exam
- Pass Exam!!
- Maintain PDUs

Education & Experience Requirements

According to PMI.org

1. With a high school degree, you need:
 - 7,500 hours (5 years) working as a practitioner of business analysis, earned in the last 8 years.
 - *2,000 hours working on project teams, inclusive of the 7,500 hours of business analysis experience listed. Any business analysis experience that occurred within the context of a project can be included, if earned in the last 8 years.
 - 35 Contact Hours, must have been earned in business analysis practices
2. With a bachelor's degree, you need:
 - 4,500 hours (3 years) working as a practitioner of business analysis, earned in the last 8 years.
 - *2,000 hours working on project teams, inclusive of the 4,500 hours of business analysis experience listed. Any business analysis experience that occurred within the context of a project can be included, if earned in the last 8 years.
 - 35 Contact Hours, must have been earned in business analysis practices

* **Note:** Project managers who currently hold a PMP or PgMP credential may ignore the "General Project Experience" requirements outlined above, as PMI has determined **active PMP or PgMP credential holders have already fulfilled them.**

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PMI-PBA Domains

For each domain of the PMI-PBA examination, the course covers the business analysis work outlined in the domain along with the most commonly used tools and techniques to accomplish the work.

- **Needs Assessment** – This domain highlights the importance of evaluating business problems, opportunities, and ideas for changes using business case analysis, value propositions, stakeholder analysis, and clarifying the business objectives and benefits expected from the project results.
- **Business Analysis Planning** – a subset of project management planning, this domain includes the necessary preparation for business analysis work, establishing tools, policies and procedures for requirements management, traceability, change control and acceptance criteria using factors like project type, stakeholder location, solution type.
- **Analysis** (referred to as Elicitation and Analysis in the Practice Guide) – this domain covers the critical thinking activities which include requirements elicitation techniques (e.g. interviewing, workshops, surveys), analysis and modeling techniques (e.g. data modeling, use cases, user stories), along with validation and approval of requirements.
- **Traceability and Monitoring** – this domain focuses on managing requirements through the project life cycle including linking requirements to related requirements, tracking status, managing changes, and making sure that all requirements tie back to a business objective.
- **Evaluation** (referred to as Solution Evaluation in the Practice Guide) – this domain includes making sure that the solution, as designed and built, will truly bring value to the business using testing techniques, acceptance criteria, and gaining stakeholder signoff.

Action Plan and Testing Strategies

- Review example exam questions
- Plan for how to take the exam
- Build your personalized study plan

Course Materials

Students will receive the following materials with the course attendance:

- PMI-PBA® Exam Prep Course Workbook
- PMI-PBA® Exam Prep Premier Edition Study Guide
- BA FASTrack® Exam Simulation Software for the PMI-PBA® Exam
- Hot Topics Flashcards for Passing the PMI-PBA®

RMC develops and trains Project Managers, Business Analysts, and Agile Professionals by helping them learn the necessary skills to succeed in their careers.

Register for a RMC class today and start learning!

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