



**DIGILEAF INC.**

*Leading Excellence Among Fellows*

# Certified Quality Business Analyst

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# About Us



**DIGILEAF INC.**

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**DIGILEAF Inc.** is a solutions provider founded to alleviate the level of service quality awareness and practices in an organization. Its mission is to help businesses achieve organizational excellence through the development of its human resources and leveraging the use of technology in business.

**DIGILEAF - Leading Excellence Among Fellows**, provides cost effective quality training programs, audit, management, and consulting services. The company is servicing 200+ companies to date.



*International Alliance of Quality Professionals*

**International Alliance of Quality Professionals (IAQP)**, registered in The Netherlands, was founded in 2009 by representatives of three countries namely, The Philippines, The Netherlands & Iran. The Alliance believes that by sharing policy, information and training, it will be able to strengthen the work of quality professionals embedded in any role in any organization, to foster the good practices in each industry in a specific region and to elevate these to an international level, thus forming best practices that could be replicated in other regions of the world as well.



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# Certified Quality Business Analyst

This Certification Program is developed in line with the quest to achieve standardized competency levels of the business analyst profession. The business analyst is also sometimes called a business process analyst, requirements engineer and business/IT systems analyst.

This Certification Program is designed for individuals having responsibilities in the following areas: Identification of Problem Areas/Business Opportunity, Enterprise Analysis, Requirements Planning & Management, Requirements Elicitation, Requirements Analysis & Documentation, Requirements Communication and Assessment & Validation of Solution Options.

The knowledge areas contained in the curriculum is a combination of the knowledge areas in the Business Analysis Body of Knowledge (BABOK) of the International Institute of Business Analysis (IIBA) and knowledge areas in the Certified Quality Process Analyst (CQPA) of the American Society for Quality (ASQ).

## Course Curricula

**Total Duration: 16 Days**

1. Agile Methods in Solutions Development
2. Business Analysis – Defining Organizational Requirements and Identifying Organizational Solutions (Enterprise Analysis and Domain Modeling)
3. Documenting and Managing Requirements
4. Elicitation Techniques
5. Enterprise Architectural Design
6. Methods in Solution Analysis and Design
7. Performance Metrics in Business Analysis
8. Solution Assessment and Validation



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## Course Description

### **Business Analysis – Defining Organizational Requirements and Identifying Organizational Solutions**

*(Enterprise Analysis and Domain Modeling)*

**BA-01A, Duration: 2 Days**

Business Analysis enables businesses to do business better. This course is a high-level appreciation of the Business Analysis discipline. It explains how business analysis practices enables change in the over-all organizational context, through the definition of needs and recommending solutions that deliver value to stakeholders. The set of tasks and techniques that are used to perform business analysis discussed in this course are defined in: [A Guide to the Business Analysis Body of Knowledge® \(BABOK® Guide\).](#)

In this course, participants will learn how to build real-world models that express complex business requirements to be used as inputs in defining solutions requirements (both functional and non-functional requirements). This course will cover how Business Analysis methods, tools and techniques are being used in the creation or maintenance of Enterprise Architecture.

### **Documenting and Managing Requirements**

**BA-031, Duration: 2 Days**

This course provides practical skills necessary to document, model, analyze and manage user-driven requirements. Participants will have a better understanding on how to represent “what the system shall do” and how to communicate better with business experts, systems analysts, designers and developers. In depth practice of use cases will be discussed. Participants will learn how to identify and translate business goals and needs into system features, and use them to derive both functional and non-functional system requirements.

### **Elicitation Techniques**

**BA-032, Duration: 2 Days**

Eliciting requirements is a key task in business analysis. Elicitation is about bringing out or drawing forth something latent or potential. This course covers the processes in requirements elicitation and how the various techniques in elicitation are put to practical use. This course discusses the appropriate usage of a certain elicitation technique. Role playing and putting into live scenario are the methods employed in this course to effectively learn the techniques.



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### **Enterprise Architectural Design**

**BA-041, Duration: 2 Days**

Enterprise Architecture (EA) defines the current capabilities of an organization. EA serves as a guide in proposing solutions that may or may not include technology. Without Enterprise Architecture, an organization employs change in a trial-and-error mode.

This course is designed to fully understand EA Frameworks, techniques and tools. The focus of this course is on the essential elements required to deliver results-driven EA programmes, tailored to meet your organizational needs and directions. This course shall equip the participants how to assess an organization's architectural maturity and how to select an appropriate Enterprise Architectural Framework.

While the focus is on Enterprise Architecture, this course also explains the relationship between the constituent architectures (such as Business Architecture, Information Systems Architecture – Data Architecture & Application Architecture, and Technology Architecture), and shows how each contributes to managing architectural evolution.

### **Methods in Solution Analysis and Design**

**BA-004, Duration: 2 Days**

This course discusses various methods in systems analysis and design covering both structured and object-oriented. It covers how Object Oriented Analysis and Design uses the Unified Modelling Language.

### **Performance Metrics in Business Analysis**

**BA-011, Duration: 2 Days**

This course is designed to demonstrate how to quantify performance and outputs in business analysis as it relates to business. This course discusses methods and tools to gather, analyze and interpret metrics and measurement in the business analysis process, software engineering, software testing processes and other related process areas including project and performance metrics.



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### **Agile Methods in Solutions Development**

**BA-051, Duration: 2 Days**

Collaboration, openness, dynamic response to change, value-driven development, and team empowerment are recurring themes in agile solutions development. The course aims to equip business analysts, project managers, developers and test professionals with the mindset and skills necessary to apply agile methods in solutions development and testing. Owing to its widespread use and proven effectiveness, the framework for discussing Agile Methods shall be the SCRUM methodology. This course also covers the concepts, practices and implementation of agile software testing. After knowing the standard artifacts needed in testing software projects, participants will learn how to strategize, plan, design and execute tests in short development iterations.

### **Solution Assessment and Validation**

**BA-091, Duration: 2 Days**

This course presents the building blocks of assessing solutions both for process improvement and IT-enabled solutions. This course is designed in two parts, i.e.. assessing business value of a solution based on monetary returns and assessing the effectiveness of a software/system solution.

The first part of the course covers quantifying success of a solution into monetary terms. It shall include the savings declaration of projects and the measuring techniques to quantify improvement value. This is suitable for organizations who run kaizen, reengineering, software development, lean or six sigma projects.

The second part of the course discusses the processes and deliverables of user testing. As business analyst, one of the primary responsibilities is to aid the customers in their acceptance testing prior to system/software acceptance or sign-off.



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# Training Investment

Course Code	Course Title	Pre-requisite	Duration (Day)	Regular Public Training Fee per Course/Pax	Certification Package Fee	
BA-01A	Business Analysis – Defining Organizational Requirements and Identifying Organizational Solutions (Enterprise Analysis and Domain Modeling)	None	2	P16,661.12	P84,519.60	
BA-051	Agile Methods in Solutions Development	None	2	P16,661.12		
BA-031	Documenting and Managing Requirements	BA-002	2	P16,661.12		
BA-032	Elicitation Techniques	None	2	P16,661.12		
BA-041	Enterprise Architectural Design	BA-002	2	P16,661.12		
BA-004	Methods in Solution Analysis and Design	BA-031	2	P16,661.12		
BA-011	Performance Metrics in Business Analysis	None	2	P16,661.12		
BA-091	Solution Assessment and Validation	BA-031	2	P16,661.12		
	Review and Mock Exam		2	P16,661.12		Free
	Certification Exam		0.5	P17,200		Free
			<b>18.5 days</b>	<b>P167,150.08</b>	<b>P84,519.60*</b>	

*\*Total Discount from Regular Public Training Fees: P82,630.48 (49%)*



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# International Alliance of Quality Professionals (IAQP)

## Certification Levels in Business Analysis

### **Level 1: Competence Assessed**

**Title: Certified Quality Business Analyst [CqBA]**

A Certified Quality Business Analyst - Level I (CqBA) is an individual who has the necessary competencies in the areas of business need identification, quality process determination, systems thinking, and solutions assessments. A CqBA is a professional who is able to do the following:

1. Identify the responsibilities of a business analyst in business operations and in projects;
2. Apply the necessary and appropriate principles/techniques in business analysis, process analysis, and quality management based on internationally accepted bodies of knowledge; and
3. Prepare standard requirements documentation in business/systems analysis, process analysis, project management, and verification/validation.

### **Level 2: Principles Applied in a Project**

**Title: Certified Quality Business Analyst [CQBA]**

A Certified Quality Business Analyst - Level II (CQBA) is an individual who has the skills and knowledge of applying business analysis that has a significant impact towards business process improvements of organizations. This professional has achieved a proven track record of assessing, defining, measuring, and improving business processes.

### **Level 3: Managed Analysts in an Organization**

**Title: Certified Quality Business Analyst, Fellow [CQBA, Fellow]**

A CQBA, Fellow is an individual who has applied in his line of work appropriate knowledge and skills, including, but not limited to the areas of Business Analysis Body of Knowledge (BABOK), and knowledge areas in the Certified Quality Process Analyst (CQPA) of the American Society for Quality (ASQ). This professional has a level of expertise in mentoring, coaching, and providing objective insights towards achieving the strategic goals of an organization.

The Level III certification is intended to those who leads, manages people, and champions business process-improvement initiatives — from small businesses to multinational corporations — that can have regional or global focus in a variety of service and industrial settings.