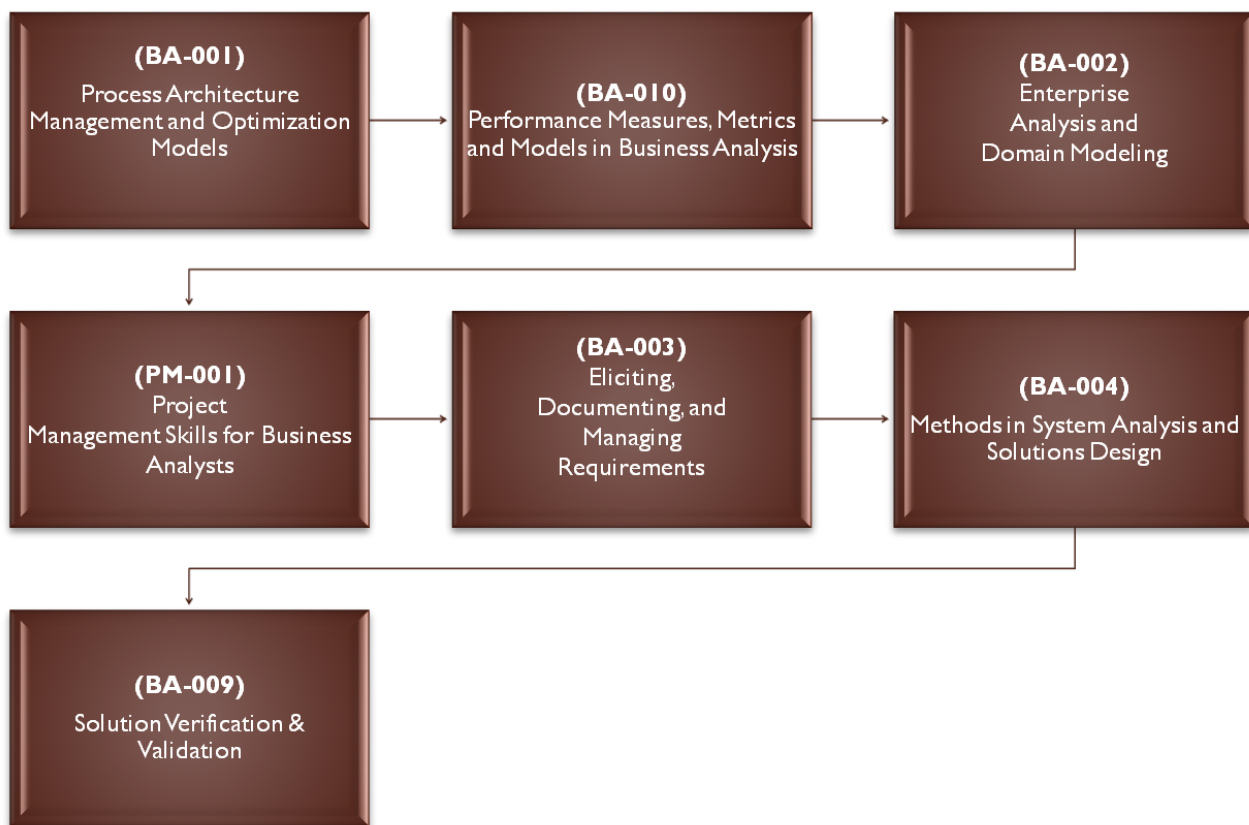


Program Description

- This certification program is designed upon request of various industry players where the business analysis profession/role is being practiced. This certification training program is developed in line with the quest to achieve a standardized competency level of the business analyst profession/role.
- Upon completion of this program, an individual shall obtain a measurable competence level in the areas of business need identification, quality process determination, systems thinking, and solutions assessments.
- This program is aligned with the Business Analysis Body of Knowledge (BABOK 2.0) of the International Institute of Business Analysis.
- Designed to cater to individuals and organization in the look out of local certification less the burden of high international certification cost, but with the contents that are at par with international standards.
- This program contains courses that are proven effective through years of practice of industry leaders and practitioners.
- Passing this education-based certification program enables an individual to demonstrate expertise in the knowledge areas of business analysis.

Curriculum Flowchart





DigiLEAF Inc. cordially invites you to attend CERTIFICATION TRAINING PROGRAM IN BUSINESS ANALYSIS

Course Description

COURSE CODE	TRAINING DURATION	COURSE TITLE
BA-001	3 Days	Process Architecture Management and Optimization Models

This course sets the baseline of process-orientation and opens up the world of process management and process optimization. This course will cover other major approaches aside from BPR to provide wide knowledge on what particular approach/methodology best fits an organization. This course will also present and examine the challenges, benefits and risks of each approach. A strategic framework for developing a business transformation roadmap and planning process change will help the attendees be prepared to manage change efforts in their businesses.

PM-001	2 Days	Project Management Skills for Business Analysts
--------	--------	---

This course is designed for the business analysts to equip them with competencies in project management. Modern-day business analysts are also presented with problems in delivering quality projects and faced with the reality that sound processes and practices in project management can provide solutions in their problems. This course provides the basics for project management by introducing essential project management concepts and methods. Through discussion, workshops and real world examples, participants will learn how to identify project components, organize them effectively and control the project from the earliest steps of developing the project charter through the final steps of a project - documenting lessons learned. Discussions on how a business analyst participates in a structured project management approach in an organization are included.

BA-002	2 Days	Enterprise Analysis and Domain Modeling
--------	--------	---

This course presents the concepts and techniques necessary to effectively understand and model business processes and business domain using the de facto Unified Modeling Language (UML). This course will explain why business modelling is essential in building information systems. The course demonstrates how to build models that express the complex business requirements, while remaining accessible to the business clients through use-cases and the Unified Modeling Language. The business modelling that will be discussed will be used as input to systems engineering.

BA-003	3 Days	Eliciting, Documenting, and Managing Requirements
--------	--------	---

This course provides practical skills necessary to effectively capture, model and analyze 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 experienced where functional requirements shall be derived from and harvesting of non-functional requirements are drilled down. 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. This course discusses the following knowledge areas from BABOK: Requirements Elicitation; Requirements Analysis & Documentation; Requirements Communication.



DigiLEAF Inc. cordially invites you to attend CERTIFICATION TRAINING PROGRAM IN BUSINESS ANALYSIS

Course Description

COURSE CODE	TRAINING DURATION	COURSE TITLE
BA-004	3 Days	Methods in System Analysis and Solution Design
<p>This course discusses in-depth discussions of object-oriented analysis and design (OOAD), and how OOAD uses the Unified Modelling Language. The course presents UML in the context of OO analysis and design, showing how the various UML diagrams can be applied at different stages of the project lifecycle. The emphasis is on how UML is used, rather than simply what it is.</p>		
BA-009	2 Days	Solution Verification and Validation
<p>This course presents the building blocks of testing solutions. It discusses all necessary documents to be used as inputs to testing applications and the documents to be developed within the testing processes including user acceptance testing. Techniques and approaches to be used in analyzing cost versus benefits are discussed in detail.</p>		
BA-010	2 Days	Quantifying Business Value (Performance Measures, Metrics and Models in Business Analysis)
<p>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 and related process areas including project and performance metrics.</p>		

International Alliance of Quality Professionals (IAQP) Certification Levels

Level	Title
Level 1: Competences Assessed	Certified Quality Business Analyst [CqBA]
Level 2: Principles Applied in a Project	Certified Quality Business Analyst [CQBA]
Level 3: Managed BA's in an organization	Certified Quality Business Analyst, Fellow [CQBA, Fellow]

CqBA

1. Graduate of any four-year degree course
2. With I.T. background
3. Proficient in written and oral English

CQBA

1. The candidate should demonstrate the required competences and aptitude as described within the business analyst body of knowledge either through CqBA or another international certification (e.g. CBAP of IIBA). The said certification shall be submitted to the steering committee for approval and endorsement for level II.
2. Upon endorsement and assessment, the candidate shall submit a letter of intent to apply for CQBA with the intended project case. The project case must demonstrate practical application of the body of knowledge. The candidate shall have 6 months to accomplish the project case and request for assessment. A reviewing board shall then be formed to assess the completion of the project through document reviews and face-to-face interviews.
3. Upon successful completion and justification, the reviewing board shall certify that the candidate has attained level II certification.

CQBA, Fellow

1. The candidate should demonstrate the required competences and aptitude as described within the business analyst body of knowledge either through CqBA or another international certification (e.g. CBAP of IIBA). The said certification shall be submitted to the steering committee for approval and endorsement for assessment to level III.
2. The candidate should demonstrate the practical application of the body of knowledge through a project case as certified by a reviewing committee as endorsed by Digileaf Inc.
3. The candidate should demonstrate the required competences and aptitude as indicated in the ASQ Certified Manager of Quality/Organizational Excellence.

TARGET AUDIENCE: Anyone working within the roles of business analysis, systems analysis, requirements analysis or management, project management, consulting or process improvement.

Questions & Answers Related to Certification in Business Analysis

1. **Question: What does the Public Training Schedule mean? Is this a continuous 7 weeks of training or it only means that you offer the courses within this period? Can the courses be taken within a year or more?**

Answer: The public training schedule caters to diverse audiences representing various companies who are attending the program at Digileaf training venues. Although the program was designed for 7 continuous weeks, upon enrolment of the said program, a participant may take the course within the 7 weeks period if his schedule permits or request to schedule attendance of the other body of knowledge/s on another scheduled date as long as the program is accomplished within six months.

Enrolment for the Certification Program is offered every month (new batch is accepted each month)

2. **Question: Is there an assessment exam to determine if trainings are still needed prior to certification exam? Is there an assessment fee? If yes, by how much? When/where is the assessment exam conducted?**

Answer:

1. Yes, there is an assessment exam given to those who intend not to take any/all of the courses in the formal training sessions. But to increase the possibility of passing the certification exam, attendance to the review sessions is highly recommended.
2. The assessment exam covers specific body of knowledge areas taken from the BABOK. The representative of the assessment board shall determine if all or selected body of knowledge areas shall be included in the assessment exam.
3. Three days prior to the assessment exam, a qualification evaluation shall be conducted by the assessment board. The assessment exam is conducted on as needed basis.

Requirements for the assessment exam:

1. Copy of detailed resume
2. Questionnaire answers (questionnaire shall be sent through email upon receipt of resume)
3. Assessment fee of P2,500.00 per head

3. **Question: The Exam Date of 15 April 2010 is for Certified Quality Business Analyst Level 1 only?**

Answer: Yes

4. **Question: What to do with the payment when a participant can't finish the entire training program?**

Answer: Only payment for the completed courses is required. Computation of the course fee shall be based on the discounted package fee.

5. **Question: What to do in case of exam re-take?**

Answer: Payment is required for re-take. Exam fee is P5,000.00. 50% (P2,500) is required for re-take.

6. **Question: Are there discounts and payment terms?**

Answer: Yes, request for the discounts and payment terms guidelines from our training Coordinators.

7. Question: What are the courses included in the training program? When is the next schedule?

Answer: Schedule for 2010

Course Code	Course Title	Detailed Schedule (9am-5pm)
BA-001	Process Architecture Management and Optimization Models	February 04 & 06
BA-010	Quantifying Business Value (Performance Measures, Metrics and Models in Business Analysis)	February 11 & 13
PM-001	Project Management Essentials	February 18 & 20
BA-002	Enterprise Analysis and Domain Modeling	February 27 & March 04
BA-003	Eliciting, Documenting, and Managing Requirements	March 06 , 11 & 13
BA-004	Methods in System Analysis and Solutions Design	March 18, 20 & 25
BA-009	Solution Verification and Validation	March 26 & 27
Exam Review and Mock Exam		April 08 &10
Certification Exam		April 15

For more details and registration, please contact: 864-0403 or 864-0596 look for Ms. Cienda Zulueta or you can email us at info@digileaf.com