



DIGILEAF INC.

Leading Excellence Among Fellows

Certified Quality Business Analysis (Level I)

Course Title	Synchronous Session Duration	2021 Proposed Training Schedule (4:00-8:00pm)
Essentials of Business Analysis	4 Hours	Mar 29
Business Analysis Planning and Monitoring	4 Hours	Mar 30
Modeling, Documenting and Managing Requirements	8 Hours	Apr 15-16
Elicitation and Collaboration Techniques	8 Hours	Apr 26-27
Enterprise Architectural Design	8 Hours	May 3-4
Methods in Solution Analysis and Design	8 Hours	May 10-11
Performance Metrics in Business Analysis	8 Hours	May 17-18
Solution Assessment and Validation	8 Hours	May 27-28
Agile Methods in Solutions Development	4 Hours	May 31
Review & Mock Exam	4 Hours	TBD
Certification Exam	4 Hours	

Training Investment

Certification Title	Training Package	Regular Public Training Fee/pax (VAT Inclusive)	Discounted Package Fees/pax
Certified Quality Business Analyst- Level 1 (CqBA)	Online training facilitation Mock exam and review Certification examination administration	₱ 101,096.15	₱90,986.54



Software Testing Training Program

Course Code	Course Title	Synchronous Training Schedule	Asynchronous Training	Total Training Duration	Training Fee per Course/Pax (VAT Exclusive)
SST	Structured Software Testing	March 11-12 1:00-5:00PM	March 15	16 hours	₱12,000.00
STM-TPI	Software Test Management and Test Processes Improvement	April 13-14 1:00-5:00PM	April 15	16 hours	₱12,000.00
AST	Agile Software Testing	March 30-31 Aug 5-6 1:00-5:00PM	April 05 Aug 07	16 hours	₱12,000.00
STA	Software Test Automation	May 6-7 1:00-5:00PM	May 10	16 hours	₱12,000.00



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Business Analysis Training Program

Course Code	Course Title	Synchronous Training Schedule	Asynchronous Training	Total Training Duration	Training Fee per Course/Pax (VAT Exclusive)
EBPM	Enabling Business Process Management	February 15-17 1:00-5:00PM	February 18	20 hours	₱15,000.00
DBARCH	Designing Business Architecture	March 15-17 1:00-5:00PM	March 18	20 hours	₱15,000.00
MDMR	Modeling, Documenting & Managing Requirements	April 6-7 1:00-5:00PM	April 8	16 hours	₱12,000.00
MSAD	Methods in Solution Analysis and Design	April 15-16 1:00-5:00PM	April 17	16 hours	₱12,000.00
BPMS	Establishing Business Performance Measurement System	April 19-21 1:00-5:00PM	April 22	20 hours	₱15,000.00
MPPPM	Measuring Portfolio, Program, Project Management	May 24-25 1:00-5:00PM	May 26	16 hours	₱12,000.00



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Business Process Specialist Training Program

Course Code	Course Title	Synchronous Training Schedule	Asynchronous Training	Total Training Duration	Training Fee per Course/Pax (VAT Exclusive)
RCA-RMT	Root Cause Analysis and Risk Management Techniques	March 4-5 1:00-5:00PM	March 8	16 hours	₱12,000.00
SPS	Systematic Problem Solving	March 18-19 1:00-5:00PM	March 22	16 hours	₱12,000.00
EPA	Essentials of Process Management	March 25-26 1:00-5:00PM	March 29	16 hours	₱12,000.00
UQT	Using Quality Tools	April 22-23 1:00-5:00PM	April 26	16 hours	₱12,000.00
PDM	Policy Development and Management	April 29-30 1:00-5:00PM	May 3	16 hours	₱12,000.00
DBR	Documenting Business Rules	May 26 1:00-5:00PM	May 27	8 hours	₱9,000.00



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Project Management & IT Governance

Course Title	Synchronous Training Schedule	Synchronous Training Duration	Regular Public Training Fee per Course/Pax (VAT Inclusive)
Project Management Essentials	April 26-27 1:00-5:00PM	8 hours	₱13,440.00
IT Governance on Systems Engineering	June 3-9 1,00-5:00pm	20 hours	₱16,500.00
Software Engineering and Development	July 7-14 1,00-5:00pm	24 hours	₱20,500.00

General Agenda for each Synchronous Session (4 hours per session)

(1 hour 30 mins) 1:00-2:30 - Session 1
(10 mins) 2:30-2:40 - Break
(1 hour 20 mins) 2:40-4:00 - Session 2
(30 mins) 4:00-4:30 - Wrap Up
(30 mins) 4:30-5:00 - Q&A/Open Forum



Terms & Conditions

I. Responsibilities

Corporate Online Training	
DigiLEAF	Client
<ul style="list-style-type: none">Facilitate Online Training/WorkshopProvide access to DigiLEAF Learning Management SystemIssue Certificates of Completion	<ul style="list-style-type: none">Perform internal arrangements with candidate participants with respect to scheduling and any pre-work activities.

II. Payment Terms

Payment is due on the 1st day of synchronous session.

III. Cancellation and Substitution Clauses

- Should a signed registration be cancelled by the participant three (3) working days before the first day of synchronous session, fifty percent (50%) of the total amount of the package shall be due and demandable from the client.
- Participant substitution is allowed. Please inform DigiLEAF of any participant substitutions at least one (1) working day before the first day of synchronous session to make the necessary adjustments in preparations (i.e. LMS access.)
- If DigiLEAF initiated the cancellation, any payments that the participant had already given shall be refunded in full. No amount shall be due and demandable from the client.
- The client may reschedule corporate trainings by informing DigiLEAF at least five (5) working days prior to the scheduled synchronous training session. DigiLEAF and the client shall agree on the reschedule date based on the availability of the trainer and the participants.

IV. Training Modes

- Digileaf's online training sessions are divided into synchronous and asynchronous.
- For each synchronous session, a Zoom meeting invite will be sent by Digileaf's training coordinator 3 days before the set training schedule.
- In an asynchronous session, Digileaf trainer will be available on the scheduled date to answer questions about the topics and exercises via online classroom. This time could also be used for consultations.
- Online classroom details will be sent by Digileaf's training coordinator 3 days before the set training schedule.
- Each training participant will be given 12 months access to Digileaf's online classroom to access training files and updates.