PM tutor
Empowering Excellence

Welcome

Presented by

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At the end of this session, our goal is for you to:

- Understand us better

- identify the generally accepted practices within the BA discipline.

- be confident enough to take the PMI-PBA® examination.

Brief Introduction of Myself...

And

Yourselves!

Essay Writing

15 minutes Bullet Point

Why BA?

Why PMI is Addressing Business Analysis

PMI's BA PURSUIT

PMI has conducted extensive research and concluded per a 12 month period:

- 51% of completed projects finish within their initially scheduled times

- 55% of completed projects finish within their initial budgets

- 64% of completed projects successfully meet their original goals and business intent

- 16% of projects started are deemed failures

[1] PMI's *Pulse of the Profession*[®] : Requirements Management — A Core Competency for Project and Program Success August 2014

Business Analysis - a Core Competency

- For every dollar spent on projects and programs, 5.1 % is wasted due to poor requirements management[1].

- 51 million dollars is wasted for every 1 billion spent on projects and programs due to poor requirements management [2] .

- Inaccurate requirements gathering remained a primary cause of project failure 37% in 2014. This was up from 32 % since 2013[2]

[1] PMI's *Pulse of the Profession*® : Requirements Management — A Core Competency for Project and Program Success August 2014
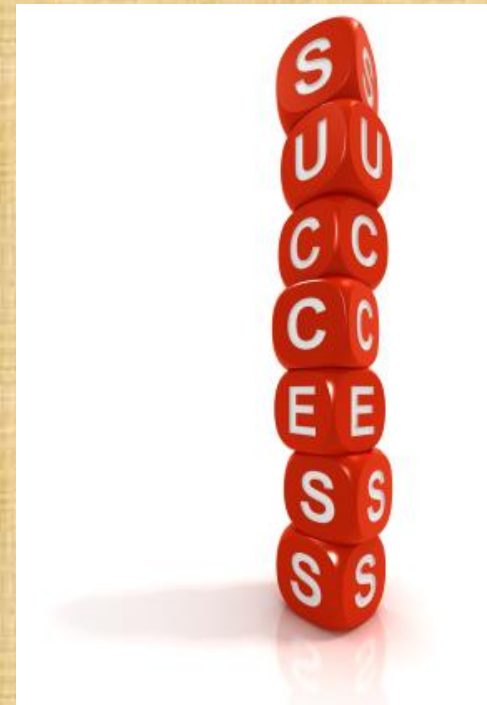
Business Analysis Competency

- 74 percent of companies have a low level of requirements management maturity, resulting in missed deadlines, budget overruns and wasted resources [1]

- Companies with poor business analysis processes achieve their business objectives 54 percent of the time, while taking 35 percent longer to deliver [1]

[1] IAG Consulting. Business Analysis Benchmark – 2009: The Path to Success.

Common Interests & Shared Goals

At the end of the day, both the project manager and business analyst share the same goals.

The success of the project!!

The Importance of Business Analysis

A sufficiently run business analysis process results in...

- Development of products/services that meet stakeholder needs.

- Ensures a more engaged project team.

PMI's *Pulse of the Profession*® : Requirements Management — A Core Competency for Project and Program Success August 2014

The Importance of Business Analysis

Also, ...

- Higher probability of delivering on time and within scope and budget.

- Solutions that deliver higher business value.

- A repeatable BA process and competencies for future initiatives.

PMI's *Pulse of the Profession*® : Requirements Management — A Core Competency for Project and Program Success August 2014

PMI's Products/Services in Business Analysis
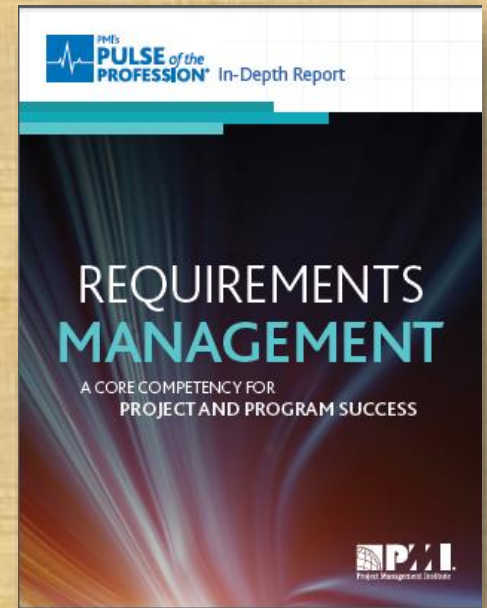
Increased Focus on Business Analysis

- *A Guide to the Project Management Body of Knowledge* (*PMBOK$^{®}$ Guide*) – Fourth Edition added the Collect Requirements Process

- *A Guide to the Project Management Body of Knowledge* (*PMBOK$^{®}$ Guide*) – Fifth Edition added the Project Stakeholder Management
Knowledge Area

PMI's Products/Services In Business Analysis

2014:

- PMI *Pulse of the Profession*® focused on Requirements Management

- PMI launches the PMI-PBA ®

- PMI.org (webinars, papers etc.)

- Business analysis community on ProjectManagement.com

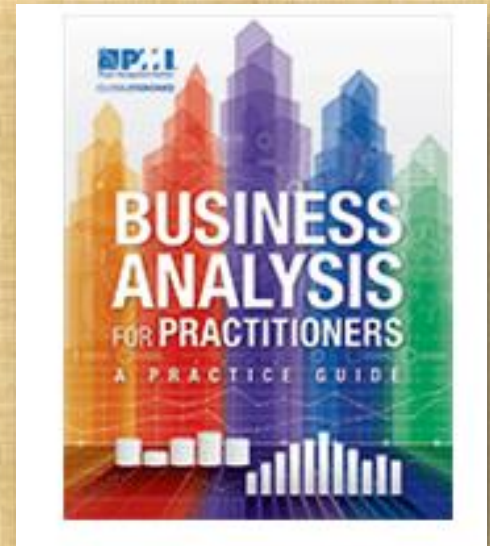http://www.pmi.org/learning/business-analysis-requirements-management.aspx
http://www.projectmanagement.com/Practices/Business-Analysis-Requirements-Management/

PMI's Products/Services In Business Analysis

2015:

- PMI publishes a standard completely focused on business analysis *Business Analysis for Practitioners: A Practice Guide*

- PMI and BA Times relationship

- Sponsor articles and webinars

PMI-PBA Exam

What is the PMI-PBA ?

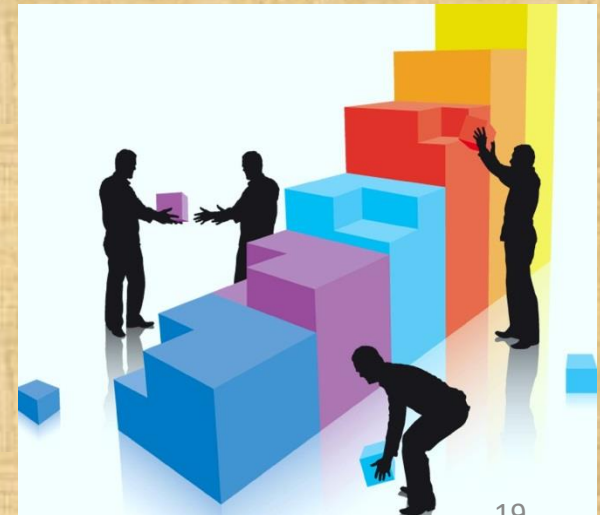- Stands for PMI Professional in Business Analysis

- Acknowledges the critical role that business analysis plays on programs and projects

- The certification recognizes and validates expertise in business analysis

- The exam covers 5 domains and business analysis knowledge and skills

- Piloted May 2014; Launched Q4 2014

PMI-PBA is a registered trademark of the Project Management Institute, Inc.

Development of the Exam

- PMI engaged stakeholders with strong business analysis expertise from a variety of industries (thought leaders and practitioners)

- SME developed - BAs, PMs, Systems Analysts, Systems Engineers etc.

- Role Based Focused – Role Delineation Study provided extensive research into the role

- What was obtained by research was validated heavily in the industry

The Exam

- 200 multiple-choice questions

- 25 of the 200 are *pre-test questions* – unscored questions used by PMI to help improve question quality.

- Questions are presented randomly from question bank

- 4 hours to complete the exam

- The exam is preceded by a tutorial and followed by a survey. Each is 15 minutes in length but can be bypassed by the exam taker, if desired.

Pre-test questions - do not affect the exam score. They are used to test the validity of future test questions.

Source: PMI-PBA® Handbook

PMI-PBA Exam Blueprint

- Domain 1: Needs Assessment - 18%

- Domain 2: Planning - 22%

- Domain 3: Analysis - 35%

- Domain 4: Traceability and Monitoring - 15%

- Domain 5: Evaluation - 10%

Source: PMI-PBA Handbook

How Exams are Administered

- Exams are administered either electronically via computer-based testing (CBT) or through paper-based testing (PBT).

- CBT is the standard administration method for all PMI examinations .

- Paper-based testing (PBT) is only available for:
  - Candidates living at least 186.5 miles from a Prometric CBT site or
  - Employers (Corporate Sponsors) who wish to administer a PMI exam to their employees.

Source: PMI-PBA Handbook

PMI-PBA Certification Fees

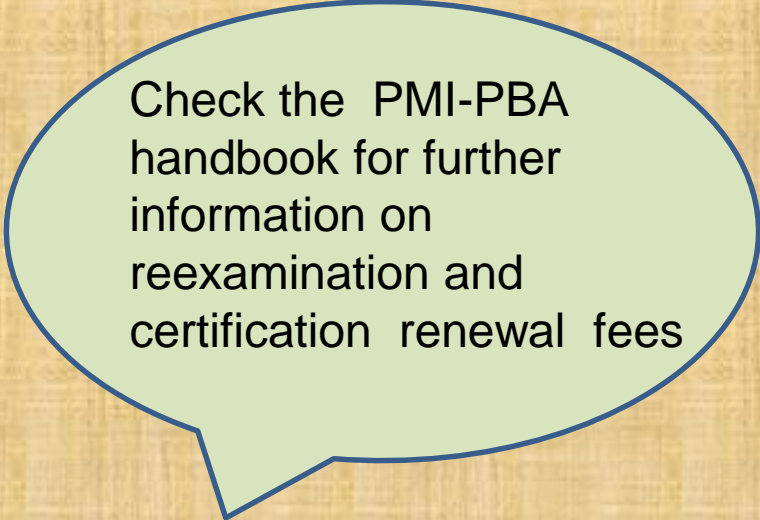- Fees are determined by your PMI membership status and the type of examination pursued CBT or PBT.

- Must be a PMI member in good standing to obtain the discount e.g. membership active

- Fees:

  CBT Member $405

  PBT Member $250

  CBT Non-Member $555

  PBT Non-member $400

Check the PMI-PBA handbook for further information on reexamination and certification renewal fees

Source: PMI-PBA Handbook

Recertification

- Certification cycle starts the day you pass the exam
- Rolling three year window
- You are required to earn and report 60 PDUs in the three year cycle
- You are responsible for renewing and submitting the required fees to maintain the certification
- 1 year suspension period if the certification lapses

Exam Eligibility

Eligibility Requirements

Applicants must meet requirements in four areas:

1. Educational experience

2. Business analysis experience

3. General project experience

4. Business analysis training

Are you eligible?

Source: PMI-PBA Handbook

Educational Experience

- Minimally a high school diploma

- Higher education reduces the amount of business analysis experience required

Source: PMI-PBA Handbook

Business Analysis Experience

With a high school diploma, associates degree or global equivalent

- 7,500 hours (5 years) working as a business analysis practitioner

With a bachelors degree or higher degree or global equivalent

- 4,500 hours (3 years) working as a practitioner of business analysis

Source: PMI-PBA Handbook

Business Analysis Experience

The hours demonstrated must be unique non-overlapping activities

- Experience must have been accrued in the last 8 years

Example:

If you worked as a business analyst on two projects, Project A and Project B as follows:

Project A: January 2nd – March 31st

Project B: March 1st – May 31st

It is 5 months not 6!

Source: PMI-PBA Handbook

General Project Experience

- 2,000 hours working on project teams
- Project experience can be 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
- Experience must have been earned in the last 8 years

Important Note: Active PMP and/or PgMP credential holders are automatically considered as having fulfilled the general project experience requirements and do not need to demonstrate this experience on the PMI-PBA application.

Source: PMI-PBA Handbook

General Project Experience

- Project work must be recorded individually.
- The 2,000 hours demonstrated must be unique <u>non-overlapping</u> experience.

Note: The experience included as part of the business analysis experience requirement can count towards the general project experience as long as this experience occurred within the context of a project.

Source: PMI-PBA Handbook

Training Requirements

Business Analysis Training

- 35 direct contact hours (not self-directed training)
- Hours must have been earned in the area of business analysis practices.
- Business analysis training can include topics covering business analysis methodologies, principles and practices.
- The training hours must be completed by the time the certification application is submitted.
- Training is eligible regardless of when it was accrued.

Source: PMI-PBA Handbook

Eligibility Requirements Summary

Educational Background	Business Analysis Experience	General Project Experience *	Business Analysis Education **
Secondary degree (high school diploma, associate's degree or global equivalent)	7,500 hours (5 years) of unique non-overlapping professional business analysis experience	2,000 hours of general project work experience	35 hours
OR			
Four-year degree (bachelor's degree or global equivalent)	4,500 hours (3 years) of unique non-overlapping professional business analysis experience	2,000 hours of general project work experience	35 hours

*   **Inclusive of the 7500/4500 hours of BA Experience**
** **Must be completed prior to the application**

Note: Experience must have been earned in last 8 years

  If you have a PMP or PgMP then your project experience is waived

PMP and PgMP are registered marks of the Project Management Institute, Inc.

PMtutor's Solution

Introducing eLearning - PMtutor

1. Visit www.pmtutor.org

2. Click on Register to register your true data + choose username and password

3. Send username to support@pmtutor.org

4. This task **must** be completed before the end of today!!!

Regiment

1. **Rigorous** – Forces you to read.

2. **Boot camp** – Gain a lot over short period

3. **Paces** – Fully understand one Knowledge Area before moving to another.

4. **Question Based** – You cannot claim insight into a subject matter until you answer questions.
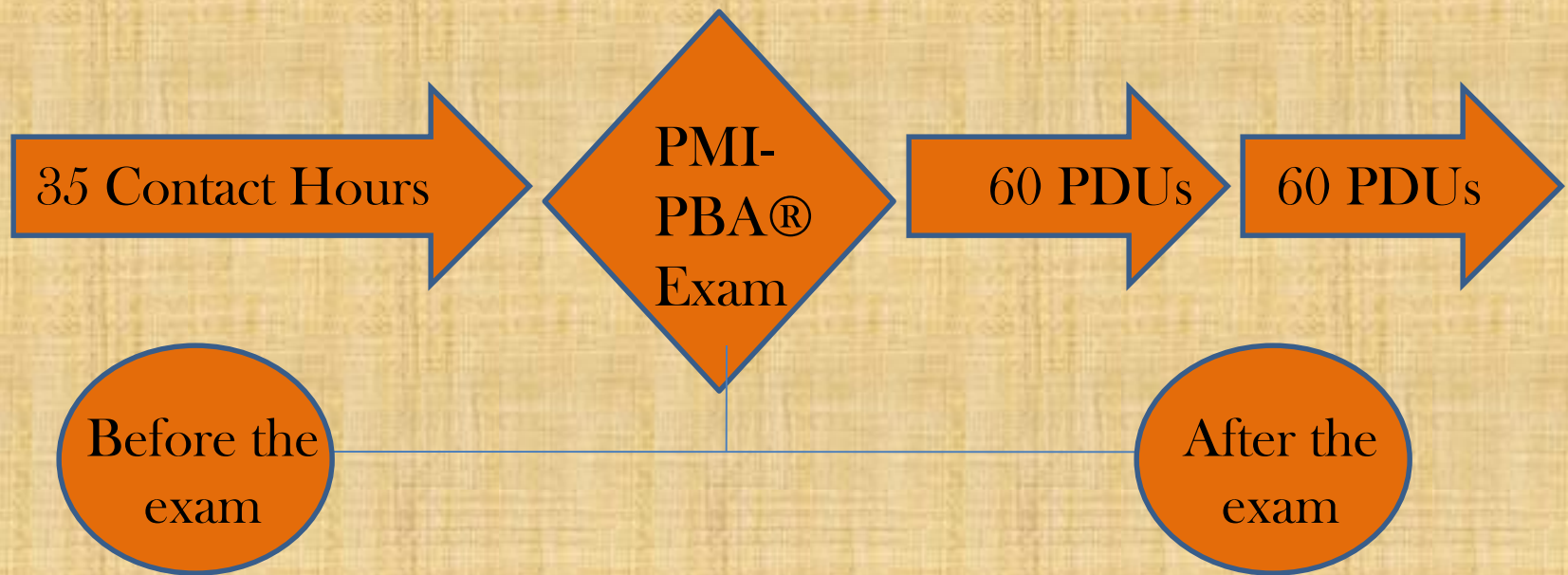
PMtutor Test Strategies:

1. Rest

2. Brain Dump

3. Read Each Questions Carefully

4. Don't Dwell

5. 1st Pass, Skip Hard Questions

6. 2nd Pass, Review Skipped Questions

7. Do Not Second Guess Yourself

8. Get down to two Viable Answers

9. Watch for distracters

10. Guess if you Must

Type of Exam Question

- Definition

- Sequence

- Scenario

- List of Lists

Contact Hours before & after a Pmi-PBA®

35 Contact Hours → PMI-PBA® Exam → 60 PDUs → 60 PDUs →

Before the exam

After the exam

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Facilitators

Facilitator

Dipo Tepede, Master Black Belt

Requirements to obtain Cert.

Mock Exam – 200 questions

Pass Mark – 80% of the mock

Daily Break Schedule

10.00 – 10.30 am	• Tea Break
2.00 – 3.00 pm	• Lunch Break
4.45 – 5.00 pm	

Ground Rules

1. Phone Ringing –   N1000
2. Late Coming   -   N1000
3. Absentee   –   N5000
4. Undue Interruption – N1000

- All Ground Rules are sacrosanct

Reschedule and Cancellation

- Medical Emergency

- Military Deployment

- Death in Immediate Family

- Illness in Immediate Family

- Natural Disaster

Audit Process

- Verifying Bachelor's/equivalent university degree.

- Verifying your Project Management Experience.

- Verifying your BA Experience.

- Verifying 35 contact hours of Project Management Education.

Question(s)

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