

€ TRAINING

Certified ECBA Training and Data Analysis &
Visualization with Excel and Power BI





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Introduction:

This program is designed to prepare participants for the certification exam only.

The "Certified ECBA Training and Data Analysis & Visualization with Excel and Power BI" program is a comprehensive training course designed to equip participants with the foundational knowledge and skills required for entry-level business analysis and effective data visualization. This program combines the core principles of the Entry Certificate in Business Analysis® ECBA® with practical techniques for analyzing and visualizing data using industry-standard tools such as Excel and Power BI. By the end of this program, participants will be well-prepared to take the ECBA® certification exam and apply data analysis and visualization techniques in their professional roles.

Program Objectives:

At the end of this program, participants will be able to:

- Provide a thorough understanding of business analysis fundamentals as outlined in the BABOK® Guide.
- Equip participants with the knowledge required to pass the ECBA® certification exam.
- Introduce key concepts and tools used in data analysis and visualization, specifically focusing on Excel and Power BI.
- Develop practical skills for interpreting, analyzing, and presenting data effectively.
- Enhance participants' ability to make data-driven decisions in a business context.

Targeted Audience:

- Aspiring business analysts seeking foundational knowledge in business analysis.
- Professionals preparing for the ECBA® certification exam.
- Individuals interested in gaining skills in data analysis and visualization using Excel and Power BI.
- Entry-level business analysts looking to enhance their data handling and presentation capabilities.
- Recent graduates aiming to start a career in business analysis.

Program Outline:

Unit 1:

Introduction to Business Analysis:

- Overview of Business Analysis.
- Role of a Business Analyst.
- Introduction to the BABOK® Guide.
- Key Concepts and Terminology.
- Understanding Business Analysis Core Concepts.

Unit 2:

Business Analysis Planning and Monitoring:

- Planning the Business Analysis Approach.
- Stakeholder Engagement.
- Business Analysis Governance.
- Information Management.
- Performance Monitoring and Reporting.

Unit 3:

Elicitation and Collaboration:

- Preparing for Elicitation.
- Conducting Elicitation.
- Confirming Elicitation Results.
- Managing Stakeholder Collaboration.
- Communication Techniques in Business Analysis.

Unit 4:

Requirements Life Cycle Management:

- Trace Requirements.
- Maintain Requirements.
- Prioritize Requirements.

- Assess Requirements Changes.
- Approve Requirements.

Unit 5:

Strategy Analysis:

- Analyze Current State.
- Define Future State.
- Assess Risks.
- Define Change Strategy.
- Strategic Planning and Alignment.

Unit 6:

Requirements Analysis and Design Definition:

- Specify and Model Requirements.
- Verify Requirements.
- Validate Requirements.
- Define Requirements Architecture.
- Define Design Options.
- Analyze Potential Value and Recommend Solution.

Unit 7:

Solution Evaluation:

- Measure Solution Performance.
- Analyze Performance Measures.
- Assess Solution Limitations.
- Assess Enterprise Limitations.
- Recommend Actions to Increase Solution Value.

Unit 8:

Introduction to Data Analysis with Excel:

- Fundamentals of Data Analysis.
- Data Collection and Cleaning in Excel.
- Data Interpretation Techniques.
- Statistical Analysis using Excel.
- Advanced Excel Functions for Data Analysis.

Unit 9:

Data Visualization Techniques with Power BI:

- Principles of Effective Data Visualization.
- Getting Started with Power BI.
- Creating Charts and Graphs in Power BI.
- Building Interactive Dashboards and Reports.
- Best Practices in Data Presentation.

Unit 10:

Practical Application and Exam Preparation:

- Real-world Case Studies.
- Hands-on Data Analysis and Visualization sample Projects using Excel and Power BI.
- ECBA® Exam Preparation Tips and Review.
- Time Management and Study Strategies for Certification.

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