

Part 1: Overview

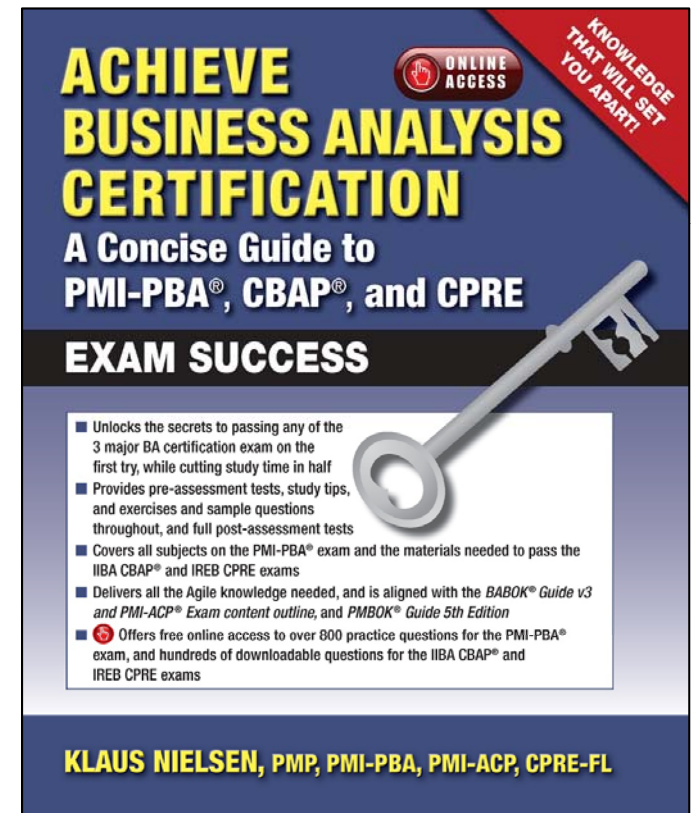
Chapter 2: Study Tips and How to Pass the PMI-PBA® Exam

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ACHIEVE BUSINESS ANALYSIS CERTIFICATION

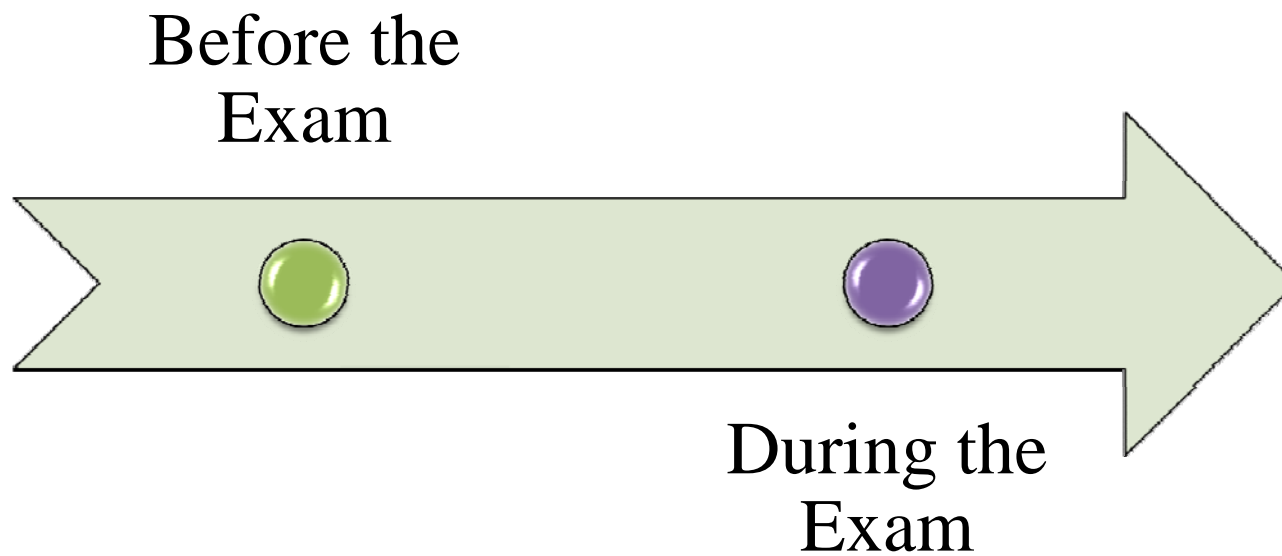
A Concise Guide to PMI-PBA®, CBAP®, and CPRE

By Klaus Nielsen



Study Tips

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(PMI-PBA)[®] Exam Basics

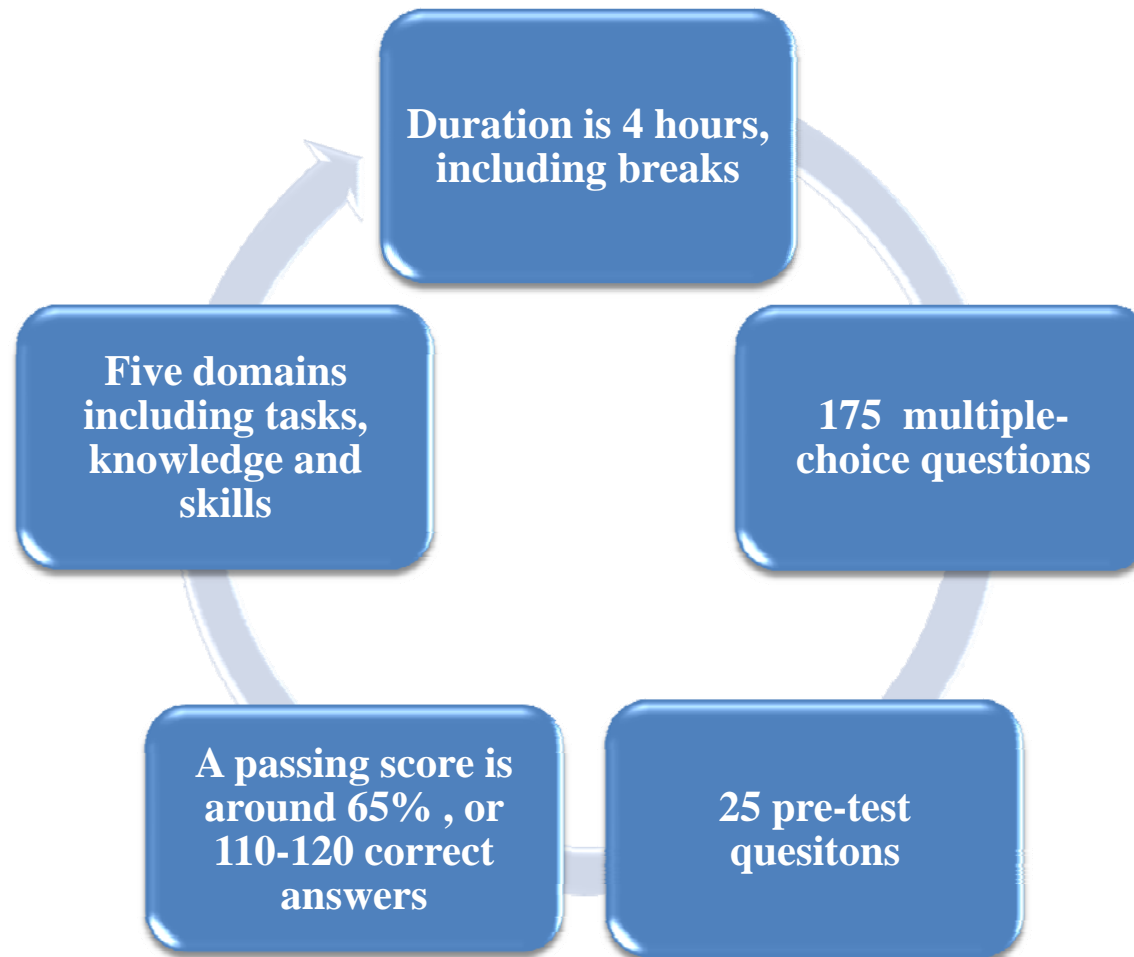
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The (PMI-PBA)[®] examination contains 175 multiple-choice questions with four hours allocated for answers – that is just a little more than 75 seconds to answer each question.

During the actual exam, the testing aids required are calculators that are build into the software, along with paper and pencils, or markers with note boards.

The PMI-PBA® Exam

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Before the Exam – The Art of War

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It is said:

- If you **know** your Examination Content Outline, and **know** how you learn, memorize and perform at exams, you will not be imperiled in a hundred exams
- If you **do not know** your Examination Content Outline, **but know** how you learn, memorize and perform at the exams, you will win one and lose one
- If you **do not know** your Examination Content Outline, and you **do not know** how you learn, memorize and perform at the exams, you will be imperiled in every single exam

Mnemonics

Table 2.1 Mnemonics with BIRDS

B	• Brainstorming
I	• Interviewing
R	• Root Cause Analysis
D	• Delphi
S	• SWOT Analysis

Journey Map

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Table 2.2 Journey map

Room	Country
At the front door	Russia
Hallway	Canada
Powder room	USA
Game room	China
Bedroom	Brazil
Bathroom	Australia
Kitchen	India
Living room	Argentina
Utility room	Kazakhstan
Cellar	Sudan

Exercises

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Exercises 2.2 & 2.3

Try the journey method on an exam study topic and include your own landmarks

Develop a mind map or wordly on another study area from this book

Study Tips

Table 2.3 Study tips

Study tips	Explanations
Pair up	Describe it to someone, have someone describe it to you, discuss the content and application
Read, reread, reread	Practice makes perfect
Explain it to someone	Challenge your understanding—even better, use it at work
Don't book yourself solid	Apply knowledge and skills
Build skills in the right order	Don't jump around in the content before you have completed it all, unless you already know it all
Success spirals	Complete one chapter and have success with the posttest before moving on
Set realistic expectations	Think Pareto—with a 20% effort, you can master 80% of the content and you will pass the exam. However, if you want the last 20% correct as well, it would require that you learn all the content of the book by heart, which would require 80% more effort.
Time management	Before and during the exam

Study Tips (continued)

Table 2.3 Study tips

Study tips	Explanations
Time management	Before and during the exam
Memorize all formulas and definitions	Check the glossary and chapter exercises
Practice takes time	Take at least three months for the whole preparation—do not try to attempt the exam without being prepared
Freeze your exam date well in advance	Do it at least three months before since the preferable exam dates may not be available as there is always a high demand for business analyst exams
Read the <i>PMBOK® Guide</i> or <i>BABOK® Guide</i>	Even though the exam content is covered in this book, these titles are a must for a thorough understanding
Read <i>Business Analysis for Practitioners: A Practice Guide</i>	Even though the exam content is covered in this book, the practice guide will give you an even better understanding of the BA practice
Don't read additional literature, as you only need to be an expert on the actual exam syllabus	Focus on the PMI reference list if in need of additional literature, but it should not be necessary since what you need to know is covered here

General Strategies

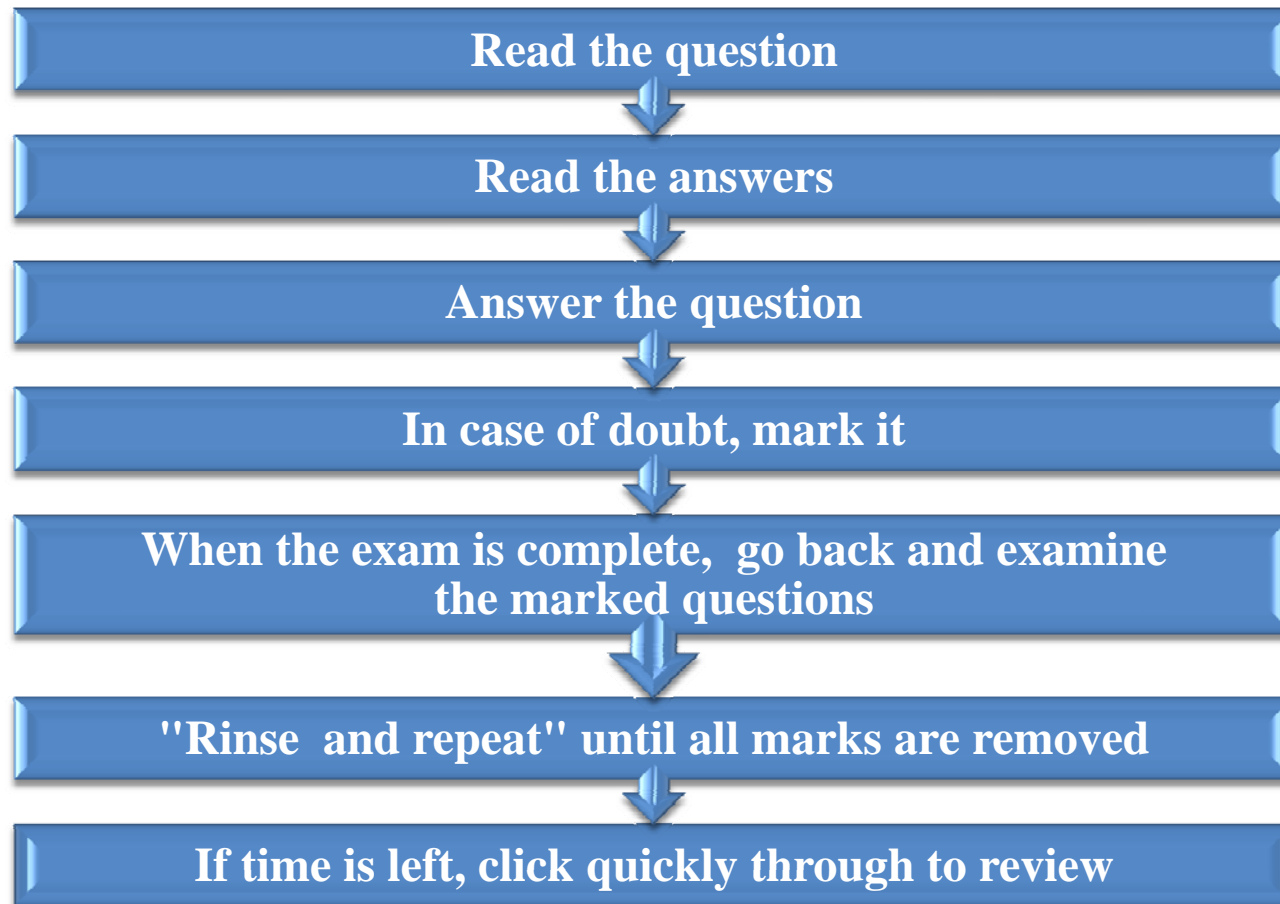
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Table 2.4 General strategies

General strategies	Comments
Pace yourself	You have a little more than one minute for each question
First questions are always tough	Keep your spirit up as you get into rhythm
Use all of the allotted time	When you get to the end, go back to consider the ones that you were in doubt of or skipped. If all are completed, just double-check and enjoy
Answer each question the first time you read it	It takes time to read and answer a question—if you read it but don't answer it, time is wasted. Mark the question after answering it if you are not sure.
Use the tutorial	This will teach you how to use the program, which can save you time during the actual exam.
Use the mark question feature	If you're not sure of your answer, mark it so that if you have time you can go back and examine it again. Always make sure you answer the question just in case you run out of time and can't make it back.
Take a break or two	Take a break if you feel that you are answering the questions a bit too fast, can't concentrate, or when you have completed all the questions the first time through. A lot of wrong answers are due to lack of a clear mind rather than a lack of knowledge. You will find time for a break or two during the four-hour exam.

During the Exam

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Understanding the Questions

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At the exam, you will encounter 175 well-written multiple-choice questions with these attributes:

- Most of the wording should be in the question stem
- Answer choices should be brief and parallel
- Each question should address a single topic
- There should be four answer choices. Of those:
 - One choice should be the unambiguous correct answer
 - One choice should be almost correct—the intent is to distinguish between those who truly know the content from those whose knowledge is more superficial
 - A third choice may be similar to the previous one, or it can be less correct, while still sounding plausible to the uninformed
 - One choice should be clearly wrong (but in the same context)

Answering Strategies

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Table 2.5 Strategies for answering the exam questions

Strategies for questions	Comments
Read the question	A critical step to passing the exam is to read and under-stand each question
Read ALL the choices	Reading each of the four answers is just as important as carefully reading the questions
Use a process of elimination	Remove the clearly wrong answers first so you can use the time on the two likely answers
Guessing	You are well prepared, have read the material, and completed the book, so trust your instinct—it is not there by chance
Remember that you're looking for the best answer	One or two answers might seem correct—however, you need to pick the best one
There are certain questions that contain extra information	This information is irrelevant and does not relate to the correct answer. Beware of such questions and remember, it isn't necessary to use all the information provided to answer the question.
Each question has only one correct answer	You need to select the most appropriate answer
You need to answer the questions from a PMI perspective—not from your own perspective, which you acquired through experience	Remember that PMI is trying to present an ideal environment for business analysts, which might be different from your own experience
Beware of answer choices that represent generalizations that may be characterized by words such as always, never, must, or completely	These are often the incorrect choices
Look out for choices that represent special cases. These choices tend to be correct and are characterized by words such as often, sometimes, may, generally, and perhaps	The correct answer may not be grammatically correct

Questions?

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Thank You

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