



BAE CAREER STAGES

Build your Business
Analysis career
Stage by
Stage

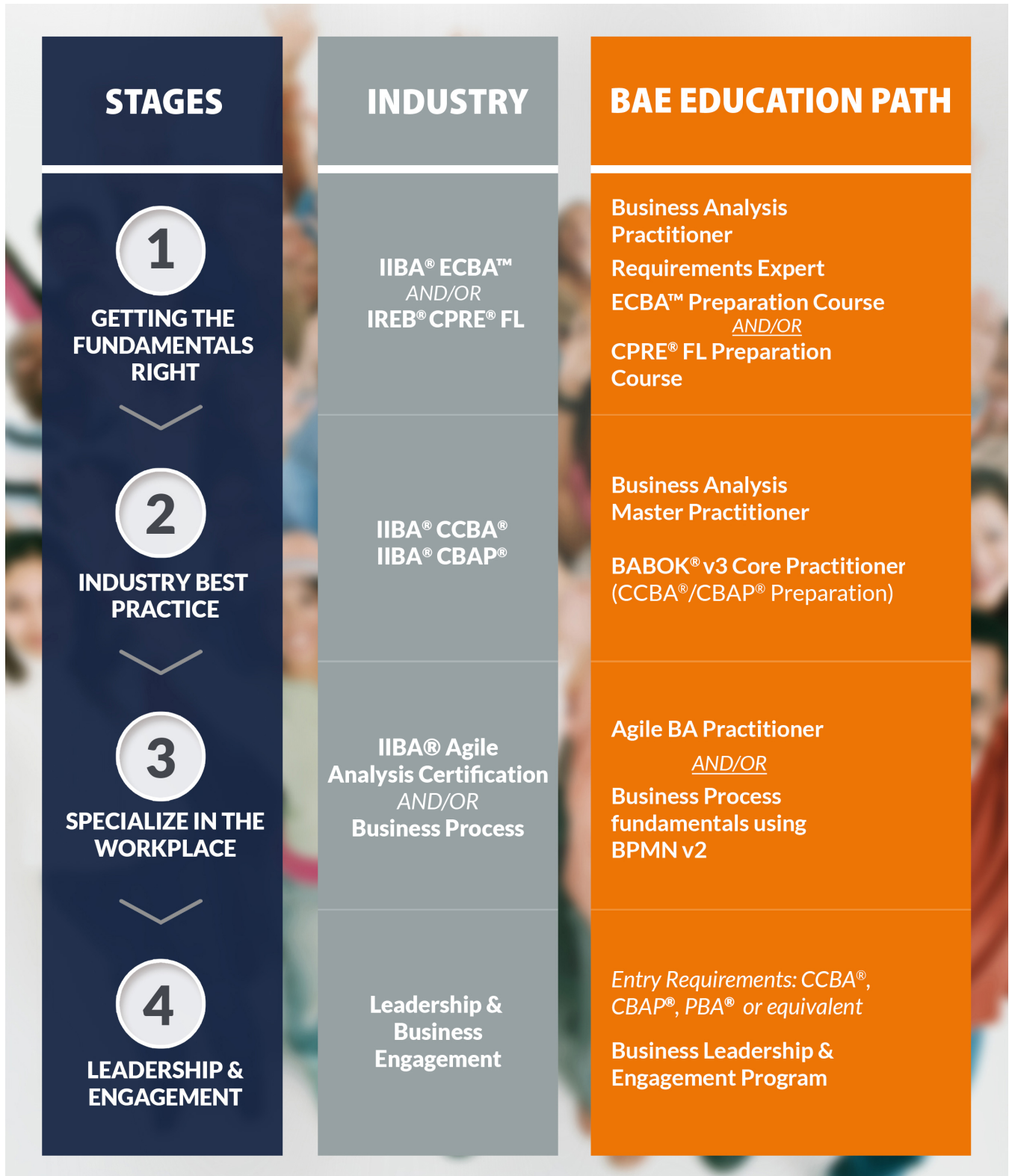


Professional
Development Plan

Professional
Development Year

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HOW TO USE THIS PROFESSIONAL DEVELOPMENT PLAN

We recommend you complete a new **BAE Professional Development Plan** every year. You can use this plan to communicate your career goals to your Career Manager or you can use this to simply manage your own career independently.

This Professional Development Plan has defined goals for you to complete during each of the **BAE Career Stages**. It provides you with the following types of goals:

Recommended Goals

Each BAE Career Stage (Stages 1 to 4) is described in terms of its purpose, the industry level goals to reach as well as recommended education goals to complete for that stage.

Example Goals

Each BAE Career Stage also included a few example goals that a Business Analyst should be able to achieve when they are at that stage of their careers. These are examples only and may be replaced by custom career goals.

Custom Career goals for you

At the end of the Performance Development Plan we have included an area where you should define your own specific and customized career goals relevant to your specific role and company. The purpose of these goals are to progress your practical and real world Business Analysis career and is a vital part of achieving career success.

STEPS TO COMPLETE THE PLAN

STEP 1: DETERMINE YOUR PROFESSIONAL LEVEL THROUGH SELF-ASSESSMENT.

Determine your primary professional development goal, your current level of practical experience and any previous professional education you have done. This will give you a starting point when choosing how to progress through the BAE Career Stages. See the example scenarios below as a guideline.

EXAMPLE 1

If you are a Business Analyst with about 3 years of Business Analysis experience, you have not done much formal training in Business Analysis in the past and you would like to formalize your knowledge and skills, then we recommend you start at Stage 1.

However, if you are also aiming to obtain an IIBA® certification we would recommend you aim to finish Stage 1 and Stage 2 so that you also get prepared for the CCBA® certification before moving to the next stage.

EXAMPLE 2

If you are already qualified as a CCBA® certified Business Analyst and want to look at getting your CBAP® designation, we would recommend you start at Stage 2 of the BAE Career Stages. You may also want to add a goal to gain specialist Business Analyst knowledge in which case you can start including Stage 3 goals in your Professional Development Plan.

EXAMPLE 3

If you are brand new to Business Analysis or have very little formal knowledge and understanding within the profession, we highly recommend you start at Stage 1 of the BAE Career Stages and work through each stage exactly as it is outlined.

TIP 1:

We recommend you discuss the BAE Career Stages and the recommended goals with your direct line manager or mentor. This will assist you in making a well- balanced assessment of where you are at and where you should start the plan from.



STEP 2: SELECT RECOMMENDED GOALS AND ENTER TARGET DATES FOR COMPLETION

Based on your own professional level assessment completed during STEP 1, you should now review each recommended goal and enter target dates for completion. You do this in each of the Stages you are choosing to set goals for during the next 12 months.

TIP 2:

Only complete this Professional Development Plan for a maximum of 24 months into the future.

TIP 3:

Make sure you have goals set for the next 3 months, 6 months and 12 months. Do not only set goals for a 6 or 12-month period.



STEP 3: DEFINE YOUR OWN SPECIFIC CUSTOM CAREER GOALS

Now that you have defined your education goals you should reflect on your specific career situation and come up with specific career goals for progressing your experience as a Business Analyst.

STEP 4: REVIEW & APPROVE

Set up a time to discuss your Professional Development Plan with your Career Manager and show them what your aspirations are. Make sure to set up a monthly review of your Professional Development Plan with your Career Manager so that you can stay focused and your manager can remain aware of your progress.

*NOTE: All industry certification applications recommended in the BAE professional development plan must be directly sent to the industry body. Detailed certification information can be found here: <https://www.iiba.org/> or <https://www.ireb.org/>

STAGE 1 – GET THE FUNDAMENTALS RIGHT	
Purpose	Every Business Analyst must lay a solid foundation of knowledge and understanding that is aligned with the industry. During this stage of your career you master the fundamental concepts, techniques and practical competencies of Business Analysis.
Recommended Education Path	<p>IIBA® Business Analysis Practitioner Course</p> <p>IIBA® Requirements Expert Course</p> <p>AND</p> <p>IIBA® ECBA™ Preparation Training Course</p> <p>AND/OR</p> <p>IREB® CPRE Foundation Level Preparation Training Course</p>
Who should complete this Stage?	<ul style="list-style-type: none"> • Business Analysts at all levels of experience should complete this stage. • Other Business Professionals with very limited or no direct Business Analysis experience.
Industry Certifications*	<p>IIBA® ECBA™ - recommended industry certificate exam to undertake after completing the Stage 1 Business Analysis Excellence Training recommended here.</p> <p>IREB® CPRE Foundation Level – most recognized in China, India and some European countries, this certification is a well-recognized proof of Business Analysis competence.</p>

STAGE 1 PROFESSIONAL DEVELOPMENT GOALS		Achieved?
<p>Use the recommended goals provided here as a guideline when selecting your next education goals to progress your career through the BAE Career Path Stages. We also provide example goals to help you come up with good ideas for your own specific career goals and aspirations.</p>		
Stage 1 Goal #1	<p>Recommended Goals</p> <p>As a Business Analyst I will complete the Stage 1 Training Program as follows:</p> <p>Course 1: Business Analysis Practitioner Course by</p> <p>Course 2: Requirements Expert Course by</p> <p>Course 3: ECBA™ Preparation Training Course by</p>	
Stage 1 Goal #2	<p>Recommended Goals</p> <p>As a new Business Analyst I will apply and sit the online IIBA® ECBA™ Exam by</p>	
Stage 1 Goal #3	<p>Example Goal</p> <p>As a new Business Analyst I will complete my first requirements elicitation for my project by:</p>	
Stage 1 Goal #4	<p>Example Goal</p> <p>As a new Business Analyst I will complete my first independently written Business Requirements/User Stories for my project by:</p>	

STAGE 2 – INDUSTRY BEST PRACTICE	
Purpose	Experienced Business Analysts come from a variety of different backgrounds and do not always have the same approaches, standards or knowledge. The purpose of this BAE Career Stage is to guide the Business Analyst through industry best practice education and advice for gaining professional industry level certification status.
Recommended Education Path	IIBA® Business Analysis Master Practitioner Course IIBA® BABOK® v3 Core Practitioner Course
Who should complete this Stage?	<ul style="list-style-type: none"> • Business Analysts at all levels of experience can complete this stage although all experience levels may not be eligible to apply for a IIBA® certification yet. • All Business Analysts who have completed BAE Career Stage 1.
Industry Certifications*	IIBA® CCBA® - recommended industry certificate exam to undertake after completing the Stage 2 Business Analysis Excellence Training recommended. OR IIBA® CBAP® - recommended industry certificate exam to undertake after completing the Stage 2 Business Analysis Excellence Training recommended.

STAGE 2 PROFESSIONAL DEVELOPMENT GOALS		Achieved?
Use the recommended goals provided here as a guideline when selecting your next education goals to progress your career through the BAE Career Path Stages . We also provide example goals to help you come up with good ideas for your own specific career goals and aspirations.		
Stage 2 Goal #1	Recommended Goals As a Business Analyst I will complete the Stage 2 Training Program as follows: Course 1: Business Analysis Master Practitioner Course by Course 2: BABOK® v3 Core Practitioner Course by	
Stage 2 Goal #2	Recommended Goals As a Business Analyst I will complete the IIBA® Exam by	
Stage 2 Goal #3	Example Goal As an experienced Business Analyst I will lead the Requirements Management activities for a project by:	
Stage 2 Goal #4	Example Goal As an experienced & certified Business Analyst I will mentor less experienced Business Analysts within my team to uplift their capabilities and competencies by:	

STAGE 3 – SPECIALIZE IN THE WORKPLACE	
Purpose	To build on industry best practice knowledge and experience by choosing to specialize a skillset to achieve a higher level of competency within that area.
Recommended Education Path	IIBA® Agile BA Practitioner Course AND/OR IIBA® Business Process Fundamentals using BPMN v2 Course
Who should complete this Stage?	<ul style="list-style-type: none"> • We recommend that you have BAE Career Stage 1 completed before attempting the education goals in this stage. • Business Professionals who want to gain a deeper understanding of the Agile project delivery methodology with specific focus on the role of the Business Analyst in this context. • Business Professionals who want to gain a deeper understanding of Business Process modeling with specific reference to the BPMN v2 notation.
Industry Certifications & Practices	Business Process Modeling Notation v2 IIBA® Agile Analysis Certification

STAGE 3 PROFESSIONAL DEVELOPMENT GOALS		Achieved?
<p>Use the recommended goals provided here as a guideline when selecting your next education goals to progress your career through the BAE Career Path Stages. We also provide example goals to help you come up with good ideas for your own specific career goals and aspirations.</p>		
Stage 3 Goal #1	<p>Recommended Goals</p> <p>As a Business Analyst I will complete the Stage 3 Training Program as follows:</p> <p>Course 1: Agile BA Practitioner Course by</p> <p>AND/OR</p> <p>Course 2: Business Process Fundamentals using BPMN v2 Course by</p>	
Stage 3 Goal #2	<p>Recommended Goals</p> <p>As a Business Analyst with specialist skills, I will assist the wider team to implement and adhere to industry standard practices by delivering a knowledge sharing workshop by:</p>	
Stage 3 Goal #3	<p>Example Goal</p> <p>As a specialist Business Analyst I will deliver artifacts for 3 projects utilizing my specialist skills to assist delivery of quality and efficiencies by:</p>	

STAGE 4 – LEADERSHIP & ENGAGEMENT

Purpose	The purpose of this BAE Career Stage is to develop leadership and advanced stakeholder engagement skills within the project environment context.
Recommended Education Path	BAE Business Leadership & Engagement Program
Who should complete this Stage?	We recommend that only professionals who have completed their CCBA®, CBAP®, PBA® or equivalent apply to be included in this program. It is recommended for Business Analyst Professionals who have leadership and stakeholder engagement responsibilities and/or aspire to become a leader at the next level of their career.

STAGE 4 PROFESSIONAL DEVELOPMENT GOALS		Achieved?
<p>Use the recommended goals provided here as a guideline when selecting your next education goals to progress your career through the BAE Career Path Stages. We also provide example goals to help you come up with good ideas for your own specific career goals and aspirations.</p>		
Stage 4 Goal #1	<p>Recommended Goals</p> <p>As an Industry level qualified Business Analyst I will complete the Stage 4 Training Program by</p>	
Stage 4 Goal #2	<p>Recommended Goals</p> <p>As a qualified Business Analyst with advanced stakeholder engagement and leadership skills, I will apply for and accept a leadership role within the company by</p>	
Stage 4 Goal #3	<p>Example Goal</p> <p>As a qualified Business Analyst with advanced stakeholder engagement and leadership skills I will share key skills and knowledge with my mentees/team by:</p>	

YOUR ADDITIONAL CAREER GOALS

CREATE YOUR CURRENT ROLE SPECIFIC GOALS		Achieved?
Use this section to add to and customize your own career goals and what you would like to achieve within your role at the company you currently work for.		
Goal		
Goal		
Goal		
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