

# Mission To Provide People With Opportunities To Build a Better Future

## COEPD Nurturing Process Induction- Guidelines to follow

### NOTE :

This document is valid until the next change.

(or)

till 31 Dec 2024.

For the latest document, please refer document No: 32 in the document section of the portal.

## GOAL

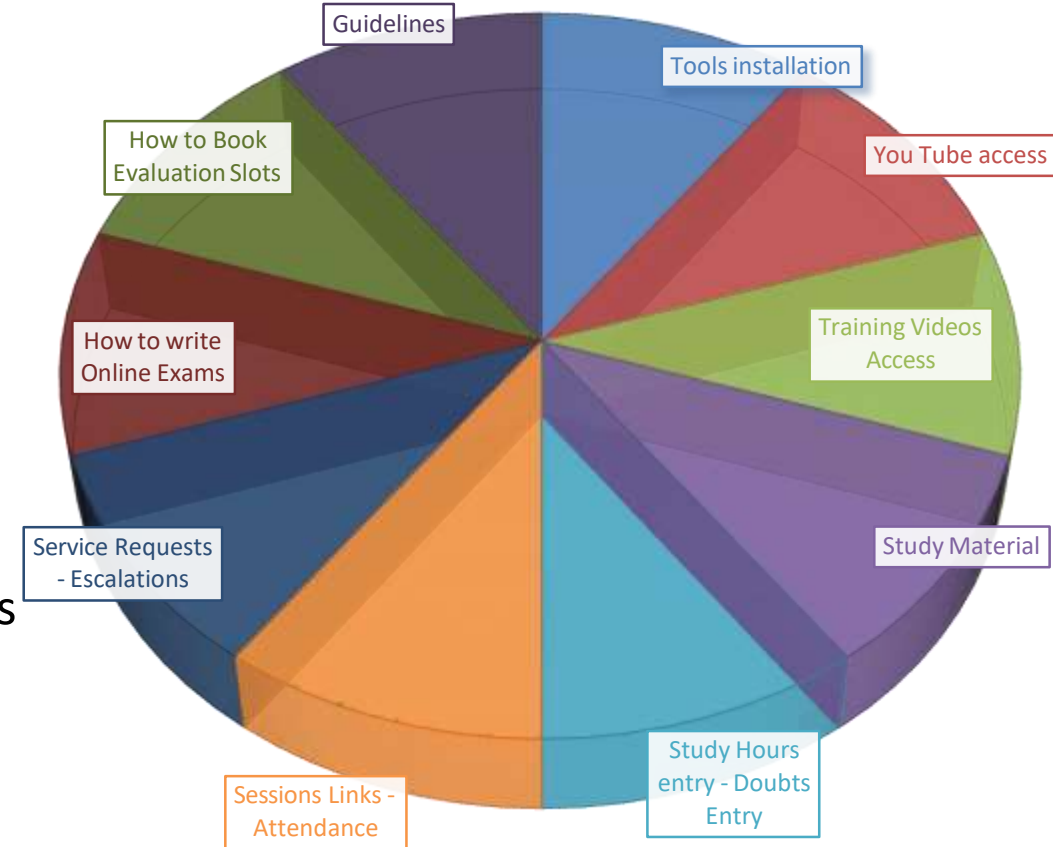
<b>What is your Goal?</b>	<b>To become a Business Analyst Professional</b>
<b>How will you get a BA job?</b>	<b>By showcasing excellent BA skills</b>
<b>What will you do On-the-Job as a BA</b>	<b>Work on the LIVE Projects a BA</b>
<b>How will you understand the BA concepts?</b>	<b>By learning and revising the concepts practically</b>
<b>How will you acquire knowledge to work on the various projects?</b>	<b>By working on the various case studies, tasks assigned to you in the nurturing stage.</b>

## What is Nurturing process?

The concept of Nurturing is “ Learning through Working” which signify that the participants are required to try to answer, should be able to justify their approach on the assignment, if any topics are wrongly dealt, then Mentor will give inputs.

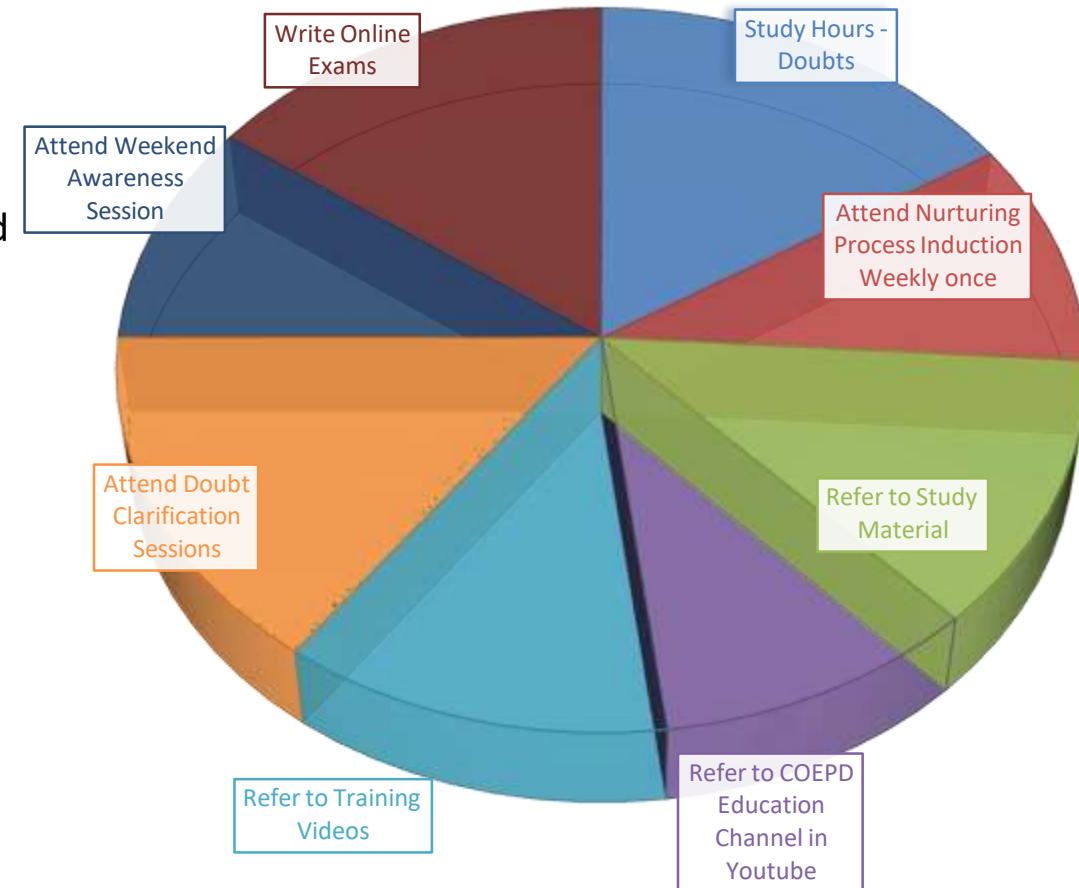
# Checklist of Nurturing Process

1. **Installation** of Tools
2. **Access** to Standard training videos
3. **Access** to You Tube channel
4. **Go** through study material (Workbook)
5. **Enter** the Goal, Study Hours to be allocated and Doubts
6. **Be aware** of sessions Links, attendance & Feedback.
7. **Manage** service requests and escalations
8. **Write** Online Exams
9. **Book** Evaluation Slots
10. **Understand** the Study plan, login study hours & Enter doubts
11. **Follow** the Guidelines



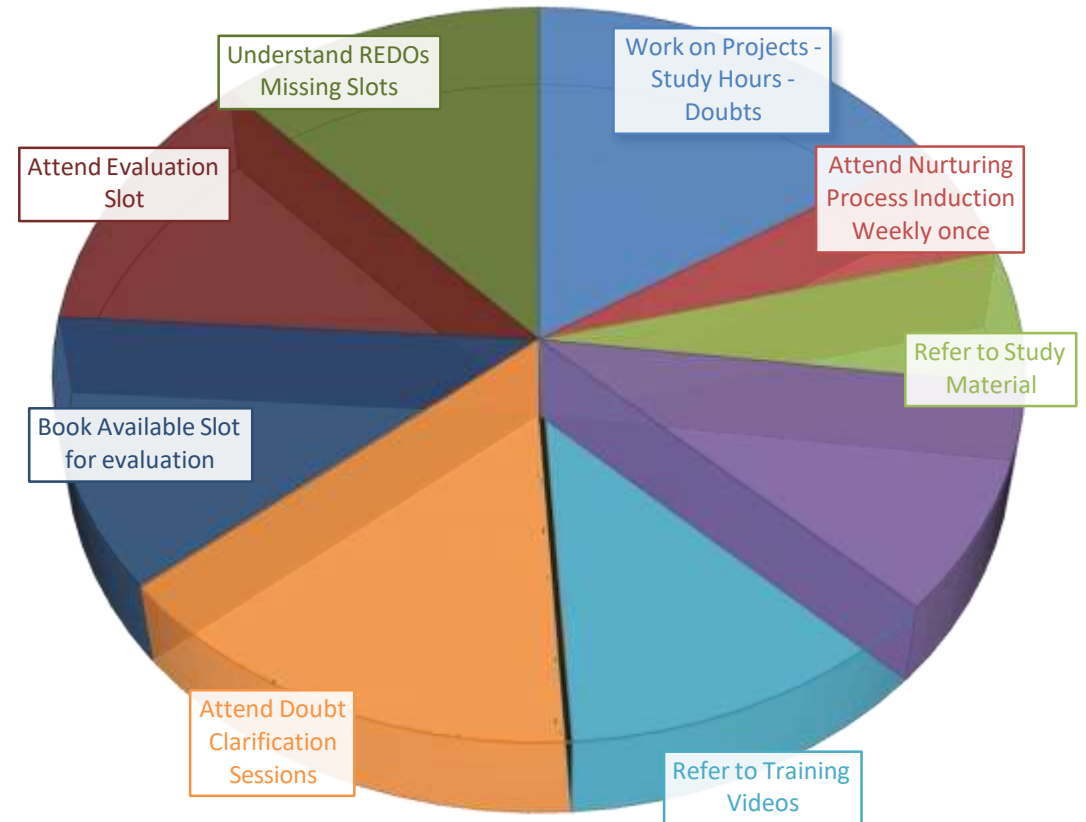
## During Nurturing stages

1. **Invest** on Study Hours
2. **List** down the Doubts
3. **Refer** to Study Material
4. **Refer** to Training Videos
5. **Refer** to COEPD Education Channel in YouTube
6. **Attend** Doubts clarification session & clarify the doubts which you entered during study hours.
7. **Confirm** your doubts clarified & give feedback on the session  
**Refer to point 6 -> session links and give feedback**
8. **Attend** Weekend Awareness Sessions & give feedback on the session  
**Refer to point 6 -> session links and give feedback**
9. **Write** Online Exams  
**Open Book**
10. **Attend** Nurturing Process Induction Weekly once & give feedback on the session  
**Refer to point 6 -> session links and give feedback**
11. **Write** Online Exams



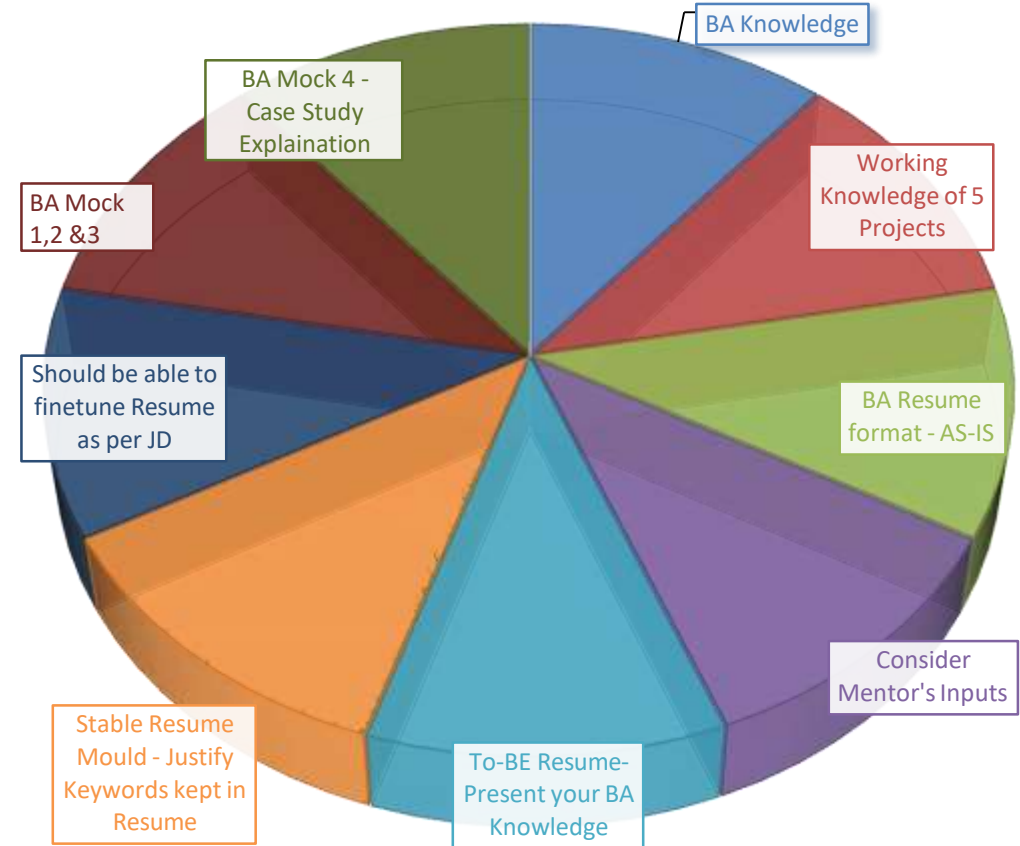
# While working on Projects

1. **Work** on Projects
2. **Log in** the Study Hours, doubts in the portal
3. **Attend** Doubts clarification session
4. **Attend** Nurturing Process Induction-Weekly once & give feedback.
5. **Refer** to Study Material
6. **Refer** to COEPD Education Channel in YouTube
7. **Refer** to Training Videos
8. **Book** Available Slot for evaluation
9. **Attend** Evaluation Slot
10. **Understand** REDOs Missing Slots terms



## During BA Mocks & Resume preparation

1. **Have** strong BA Knowledge
2. **Have** working Knowledge of 5 Projects
3. **Prepare** on all BA concepts conceptually and practically for BA Mock 1,2 &3
4. **Explain** the case study for BA Mock 4
5. **Understand** the BA Resume format - AS-IS
6. **Consider** the Mentor's Inputs seriously.
7. **Present** your BA Knowledge in To-BE
8. **Justify** the BA Experience in Stable Resume Mold
9. **Fine-tune** the Resume as per Job description.



## Tools Installation

1. Under the Nurturing tab, go to the **evaluation slots**.
2. Click on **“view question paper”**.
3. By PDF editing software, a student should write the Full name and **acknowledge the consent form** by entering further details such as **Name, Batch and request date**.
4. Once the information is entered into the PDF, go to **“Slot booking”**, Enter the preferred date and time, attach the question paper in **“Choose file”** option and click on **“Book evaluation slot”**.
5. To check the confirmation, please click on **“back to list”** to view the details.
6. The mentor will connect with you at the **allotted slot time** and complete the installation.
7. Tool’s installation Support is complementary to the training and COEPD is not liable for any damages caused during the installation process. These tools are trial versions and works during the trial period. Aspirant should buy the actual license after expiry of trail.

## Training Videos Access

1. Under the Nurturing tab, go to the **evaluation slots**.
2. Go to **“slot booking”** enter the empty word document for **“Choose file”**, Enter the preferred date and time and click on **“Book evaluation slot”**.
3. To check the confirmation, please click on **“back to list”** to view the details.
4. The mentor will connect with you and share the videos to **Gmail Account only**.

## COEPD Education Channel in YouTube

- **Standard Recorded** Videos of training is available in **COEPD Education Channel** in the YouTube.
- Participant should **Login** with their **registered Email ID**, to access the videos.
- Previous recordings of **tools, awareness sessions** are available in **COEPD education channel**.



**Please subscribe to the channel**

<https://www.youtube.com/c/BusinessAnalystCommunityCOEPDBA>



## Study Material & Imp Documents Download

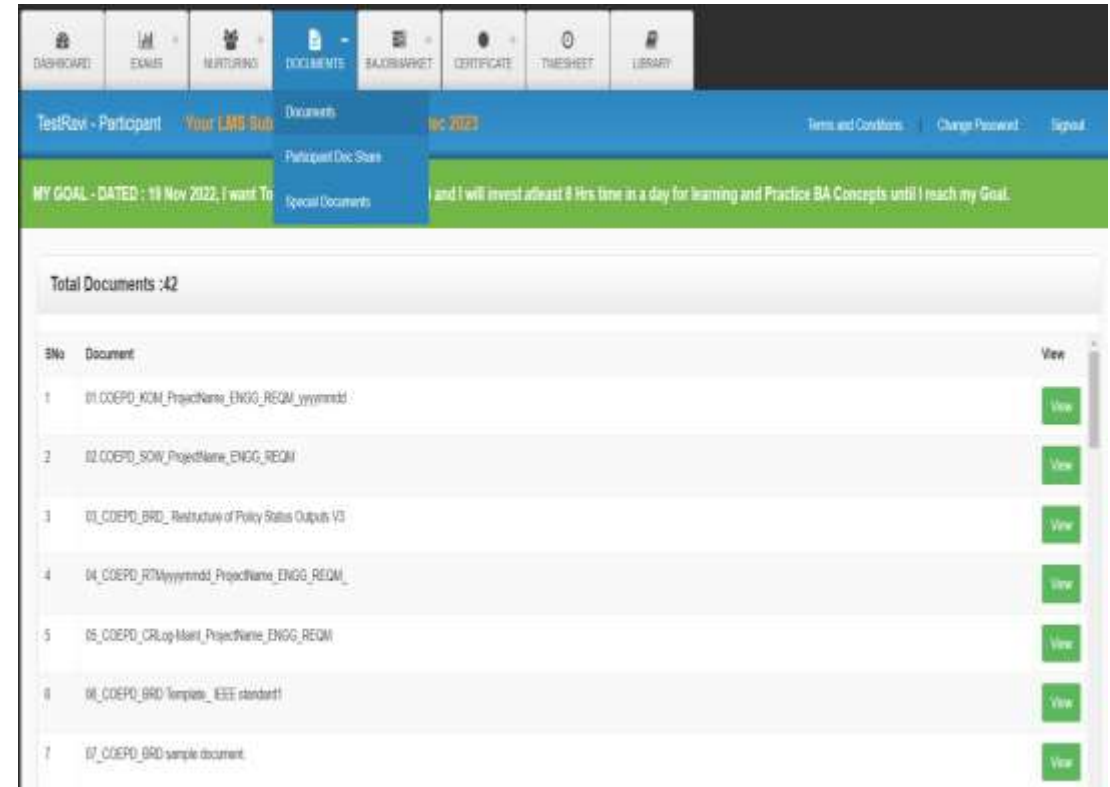
This section has **important documents** that a BA would need which includes

- Workshop PPT and PDF form of the workbook
- Tool related PPT's
- Important student materials
- Project related templates and many more..

The participant can **view and download** these templates whenever they needed.

Link:

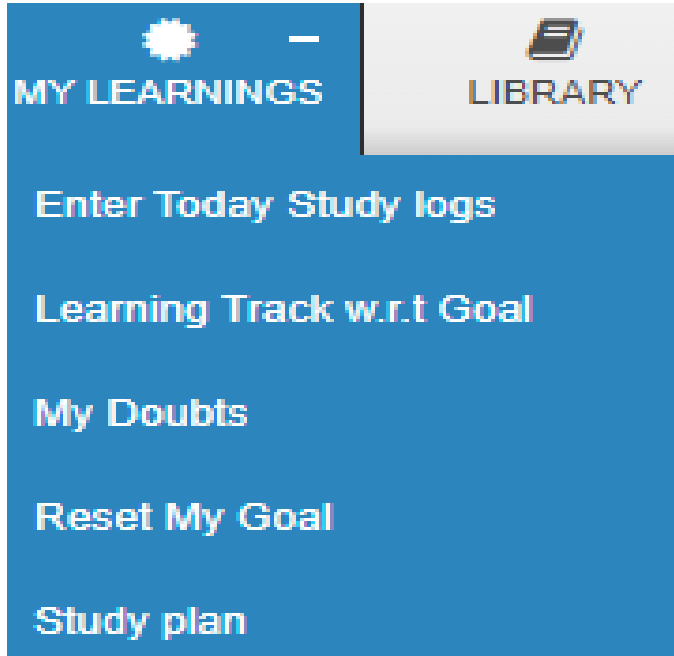
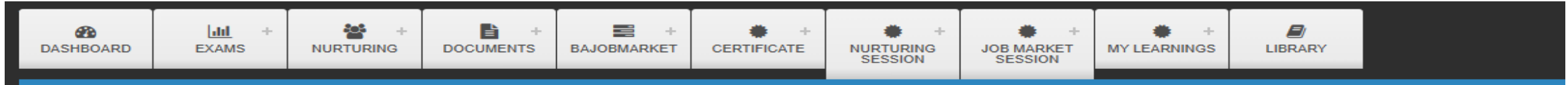
<https://www.coepd.com/Participant/Documents.aspx>



The screenshot shows a user interface for a participant. At the top, there are navigation tabs: DASHBOARD, EXAMS, NURTURING, DOCUMENTS (selected), BACKBAGGET, CERTIFICATE, TIMESHEET, and LIBRARY. Below the tabs, the user is identified as 'TestRev - Participant' and 'Your LMS Sub'. A green banner displays a goal: 'MY GOAL - DATED : 19 Nov 2022, I want To Special Documents and I will invest atleast 8 Hrs time in a day for learning and Practice BA Concepts until I reach my Goal.' Below this, a table lists documents available for download.

SNo	Document	View
1	01_COEPD_KOM_ProjectName_ENGG_REGM_yyyyymmdd	View
2	02_COEPD_SOW_ProjectName_ENGG_REGM	View
3	03_COEPD_BRD_Restructure of Policy Status Output V3	View
4	04_COEPD_RTM/yyyyymmdd_ProjectName_ENGG_REGM	View
5	05_COEPD_CRLog-Matrl_ProjectName_ENGG_REGM	View
6	06_COEPD_BRD_Template_EEST standard1	View
7	07_COEPD_BRD sample document	View

# My Learnings tab - Study Hours - Doubts entry



Can track the hours of BA concepts learnings.

## Under the tab:

- A student can **enter** the study logs
- **Track** the learnings with respect to the Goal
- **List** down the doubts
- **Based** on the hours invested, Goal can be **reset**.
- **View** and Understand the Study Plan.

➤ Under **Study Plan**,

- A student can view the list of topics, sub topics, Reference URL if any and maximum study time allotted.
- A student can either click on the links or refer to the standard YouTube videos.

SNo	Topic	SubTopic	ReferenceURL	Study Time
1	01. BA Directives	1.1 Introduction to business analysis	I. BA Introduction till 8 Skill Areas	15 minutes
2	01. BA Directives	1.2. Requirements and types of requirements	I. BA Introduction till 8 Skill Areas	30 minutes
3	01. BA Directives	1.3 Stakeholders and types of stakeholders	I. BA Introduction till 8 Skill Areas	30 minutes
4	01. BA Directives	1.2 Requirements and types of requirements	II. BA Directives and BA Competencies	30 minutes
5	01. BA Directives	1.4 Understanding BPM	I. BA Introduction till 8 Skill Areas	15 minutes
6	01. BA Directives	1.5 IT companies overview	II. BA Directives and BA Competencies	15 minutes
7	01. BA Directives	1.6 How to initiate the project	II. BA Directives and BA Competencies	30 minutes
8	01. BA Directives	1.7 Basic knowledge on projects - (Project types, Project sizes, Project milestones, Reasons for project failure Working on a project, Quality audits, Scope creep, project budget, server information, timesheets, Gantt charts, Document naming standards, 5W1H.)	II. BA Directives and BA Competencies and Prep 3: <a href="https://www.youtube.com/watch?v=g9j5SsZSo2c&amp;t=47s">https://www.youtube.com/watch?v=g9j5SsZSo2c&amp;t=47s</a>	45 minutes

**5. Goal - Study**

Hours entry -

Doubts Entry

- Under Enter today's study logs, A participant can Click on Add New and fill the time sheets

**Today Time Sheet**

Find
Add New

- A participant can add doubts

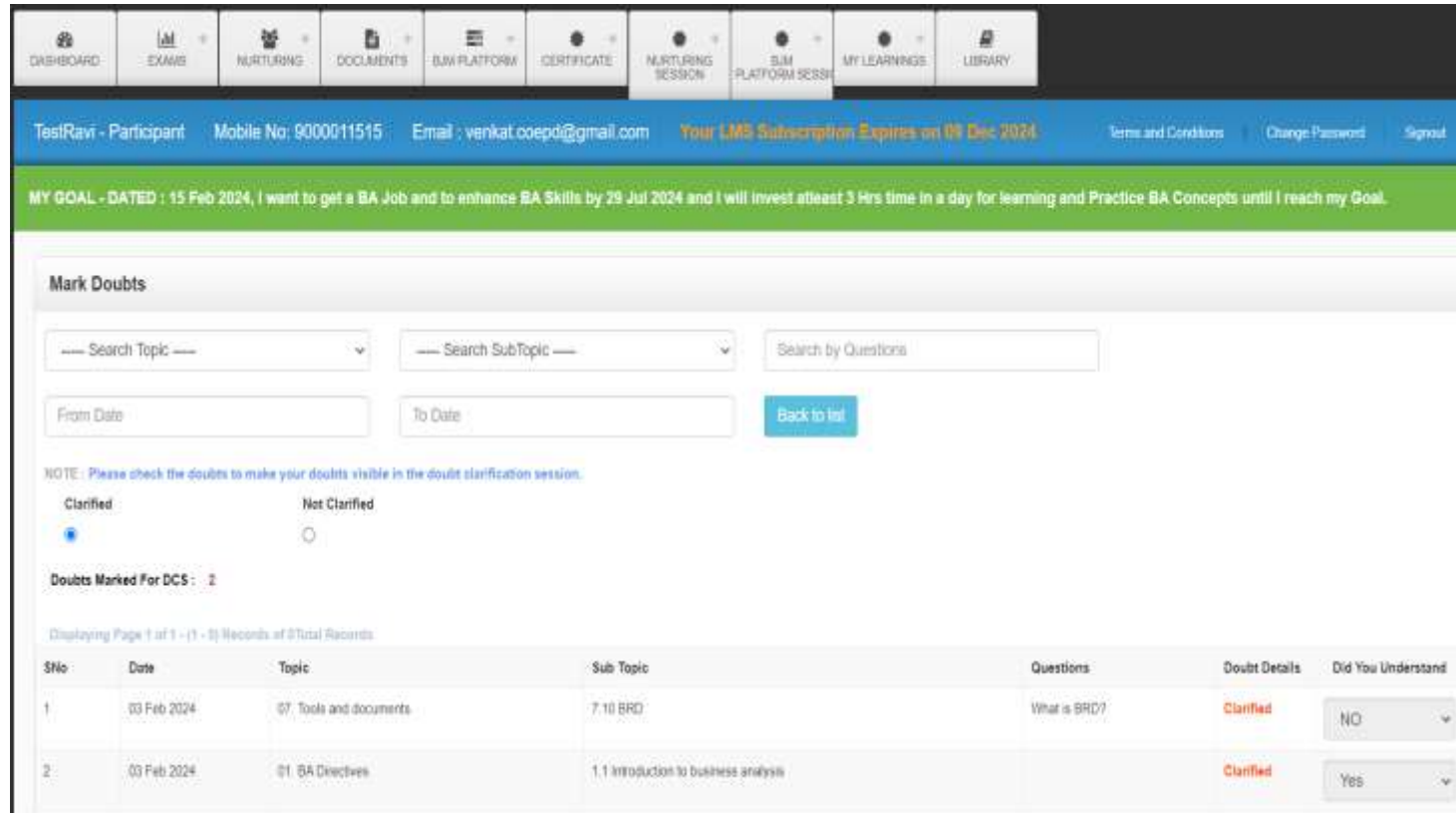
2	23, Nov 2023	12:00 PM	02:00 PM	09. Case studies	case studies - 8	Testing whether the sub topic time validation is applicable or not		02:00:00		<span style="border: 1px solid #ccc; padding: 2px 10px; background-color: #00a651; color: white;">Add Doubts</span>
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- A participant can view the previous timesheets and also add doubts

**Previous Time Sheet**

SNo	Date	Start Time	EndTime	Topic	Sub Topic	Note	Mentor Given Percentage	Actual Duration	Mentor Updated Duration	Doubts
	23, Nov 2023	04:00 PM	04:10 PM	01. BA Directives	1.1 Do's and Don't of a BA	grgrgr		00:10:00		<span style="border: 1px solid #ccc; padding: 2px 10px; background-color: #00a651; color: white;">Add Doubts</span>
2	23, Nov 2023	12:00 PM	02:00 PM	09. Case studies	case studies - 8	Testing whether the sub topic time validation is applicable or not		02:00:00		<span style="border: 1px solid #ccc; padding: 2px 10px; background-color: #00a651; color: white;">Add Doubts</span>

## How to Confirm that the doubts has been Clarified:



Navigation: DASHBOARD, EXAMS, NURTURING, DOCUMENTS, LMS PLATFORM, CERTIFICATE, NURTURING SESSION, LMS PLATFORM SESS, MY LEARNING, LIBRARY

User: TestRavi - Participant | Mobile No: 900011515 | Email: venkat.coepd@gmail.com | Your LMS Subscription Expires on 01 Dec 2024

MY GOAL - DATED : 15 Feb 2024, I want to get a BA Job and to enhance BA Skills by 29 Jul 2024 and I will invest atleast 3 Hrs time in a day for learning and Practice BA Concepts until I reach my Goal.

Mark Doubts

Search Topic: [Dropdown] | Search SubTopic: [Dropdown] | Search by Questions: [Text Box]

From Date: [Text Box] | To Date: [Text Box] | Back to list

NOTE: Please check the doubts to make your doubts visible in the doubt clarification session.

Clarified:  | Not Clarified:

Doubts Marked For DCS : 2

Displaying Page 1 of 1 - (1 - 2) Records of 2 Total Records

SNo	Date	Topic	Sub Topic	Questions	Doubt Details	Did You Understand
1	03 Feb 2024	07 Tools and documents	7.10 BRD	What is BRD?	Clarified	NO
2	03 Feb 2024	01 BA Directives	1.1 Introduction to business analysis		Clarified	Yes

- In order to know if the doubt is clarified, follow the steps:
  - Go to Nurturing Session tab > click on All session links > click on Mark Doubts > Select the clarified radio button
  - A participant can view the clarified doubts.

➤ Under Learning track w.r.t goal,

- A participant can view the information that outlines the logged in study hours for a day.
- Can view No.of hours invested in a day for learning the BA Concepts
- Can view the goal changed date.

Learning Track w.r.t Goal				
SNO	Action Date	Logged In Study Time	Product Backlog	Remarks
1	22 Nov 2023	0 Hr 10 Min	5 Hr 40 Min	Goal Changed to 03-07-2024
2	21 Nov 2023	1 Hr 10 Min	2 Hr 50 Min	-
3	20 Nov 2023	3 Hr 0 Min	1 Hr 0 Min	-
4	19 Nov 2023	2 Hr 0 Min	1 Hr 0 Min	-

➤ Under **My doubts**,

- A participant can search the doubts raised by search topic and search sub topic from the drop down list
- A participant can also search by the questions
- A participant can view all the questions raised earlier as well.

My Doubts				
<input type="text" value="---- Search Topic ----"/> <input type="text" value="---- Search SubTopic ----"/> <input type="text" value="Search by Questions"/>				
SNo	Date	Topic	Sub Topic	Questions
1	23 Nov 2023	21. BA Mock 2	Understand the Concepts	Understand the Concepts 21. BA Mock 2
2	22 Nov 2023	22. AS-IS Resume preparation	Prepare a BA resume based on the sample resume provided	Will this really Work?
3	21 Nov 2023	09. Case studies	case studies - 8	fgfhhbgfbgfngngf
4	21 Nov 2023	09. Case studies	case studies - 8	rgrghbthbthreh
5	21 Nov 2023	15. Waterfall deliverables	Functional specifications	Testing with date filters in asp.net web forms

### Set Goal

\* Purpose of attending the Training?  To get a BA Job  
 To enhance BA Skills

Daily Time Investment? \*

By when you want to achieve it? \*

Under Reset goal,

- A participant can set a new goal.
- A participant can view the previous changed goal dates.

### Changed Set Goal

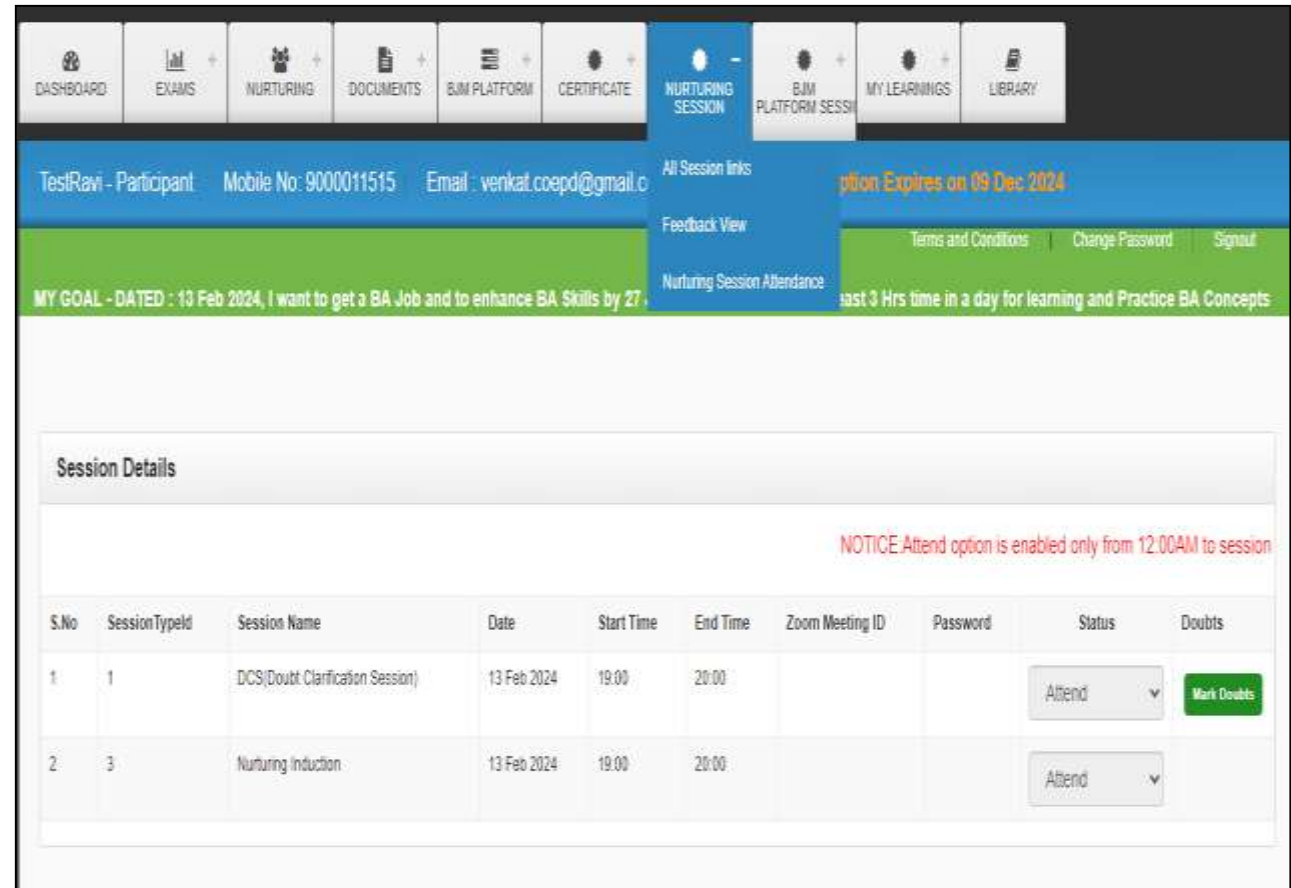
SNo	CreatedBY	Daily Spend Time	Date	Purpose Of Attending	SetGoal Changedd Date
1	TestRavi	3	11/23/2023 1:07:00 PM	to get a BA Job	7/3/2024 12:00:00 AM
2	TestRavi	3	11/22/2023 11:29:00 AM	to get a BA Job	7/2/2024 12:00:00 AM

MY GOAL - DATED : 01 Dec 2022, I want to get a BA Job by 31 Mar 2023 and I will invest atleast 3 Hrs time in a day for learning and Practice BA Concepts until I reach my Goal.



## Session Links and DCS -Instructions

- All sessions details & Upcoming Sessions will be in **nurturing session Tab**.
- Doubt Clarifications session will be conducted Everyday **@7 AM to 8 AM & @7 PM to 8 PM**.
- Capstone projects Sample Case study Sessions will be conducted every month (Dates may vary in place of DCs morning sessions).  
Kindly check Library tab to know the details.
- Please check **Nurturing session >> All session links**.
- To maximize the effectiveness of **Doubt Clarification Sessions**, participants are encouraged to review the **relevant PDF material**.



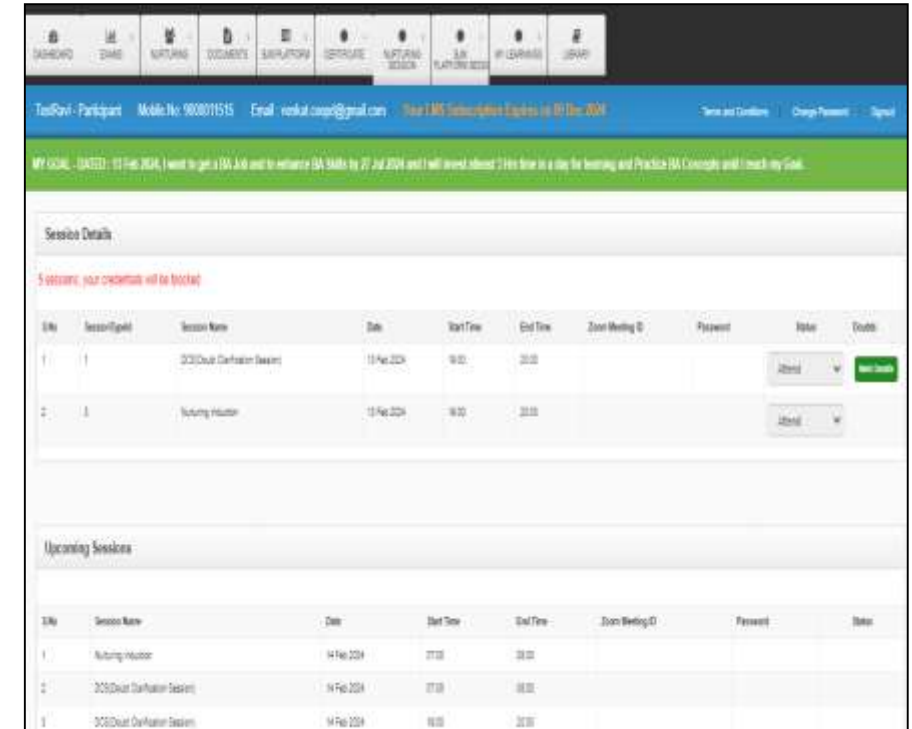
The screenshot shows a web interface for the Nurturing Session. At the top, there are navigation tabs: DASHBOARD, EXAMS, NURTURING (selected), DOCUMENTS, BIM PLATFORM, CERTIFICATE, NURTURING SESSION (selected), BIM PLATFORM SESSION, MY LEARNINGS, and LIBRARY. Below the tabs, the user profile is displayed: TestRavi - Participant, Mobile No: 9000011515, Email: venkat.coepd@gmail.com. There are links for All Session links, Feedback View, Terms and Conditions, Change Password, and Signout. A goal statement is visible: MY GOAL - DATED : 13 Feb 2024, I want to get a BA Job and to enhance BA Skills by 27. A notice states: NOTICE: Attend option is enabled only from 12:00AM to session. Below this is a table of session details.

S.No	SessionTypeId	Session Name	Date	Start Time	End Time	Zoom Meeting ID	Password	Status	Doubts
1	1	DCS(Doubt Clarification Session)	13 Feb 2024	19:00	20:00			Attend	Mark Doubts
2	3	Nurturing Induction	13 Feb 2024	19:00	20:00			Attend	

# Nurturing Induction Sessions and Weekly Awareness Sessions



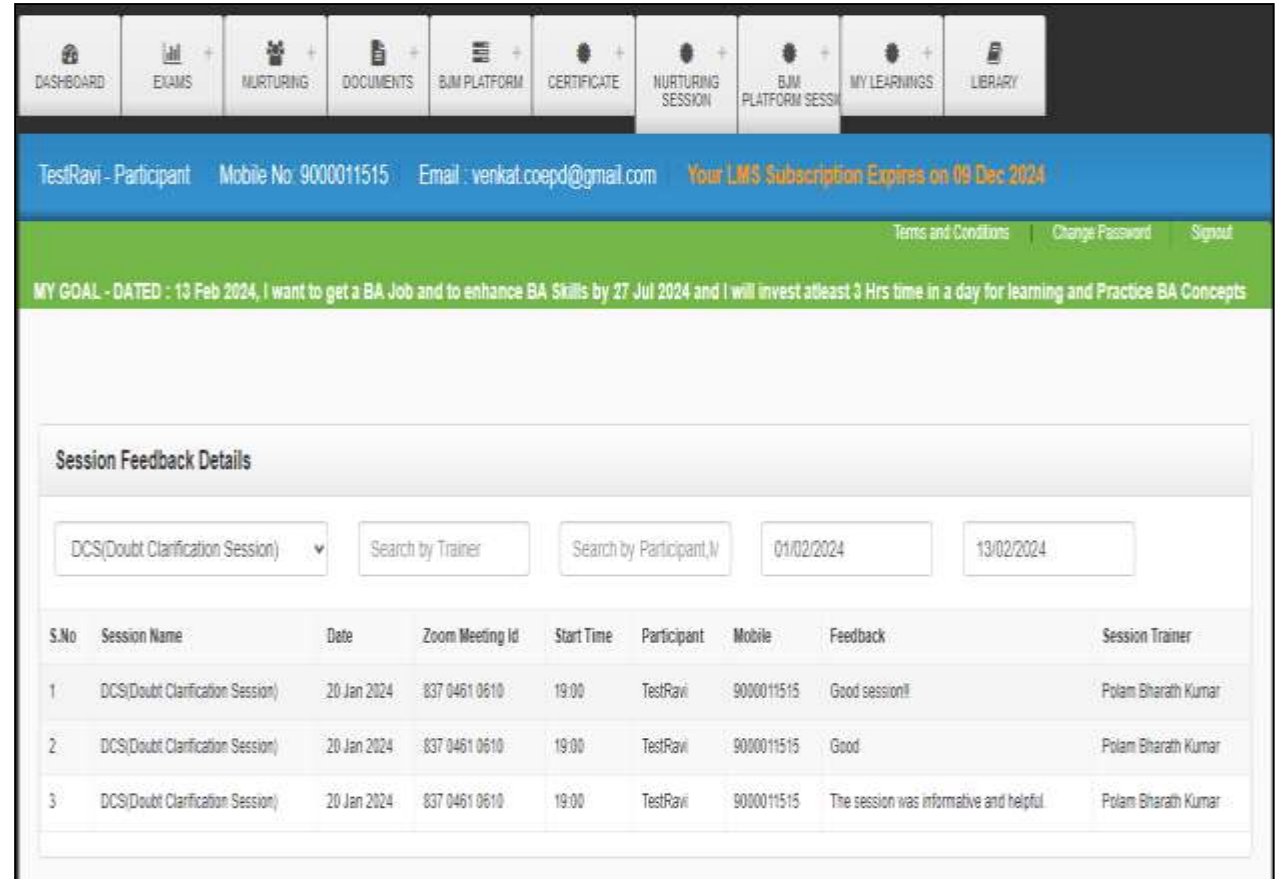
- Nurturing Induction sessions are conducted everyday to understand the nurturing process efficiently. It's strongly recommended to attend this session weekly once.
- **Timings :**  
Monday & Tuesday @6PM  
Wednesday & Thursday @7AM  
Friday & Saturday @6PM  
Sunday @8AM
- Weekends Awareness Sessions gives a thorough understanding on the tools namely Power BI, Tableau, JIRA and SQL
- **Note:** Other domain based sessions are conducted as per the demand. Please check link at Nurturing session> All session links



## Feedback View

In the Feedback View,

- A participant can view the feedback given for the previous sessions.
- The participant should search for the session, Search by trainer, start and end dates.



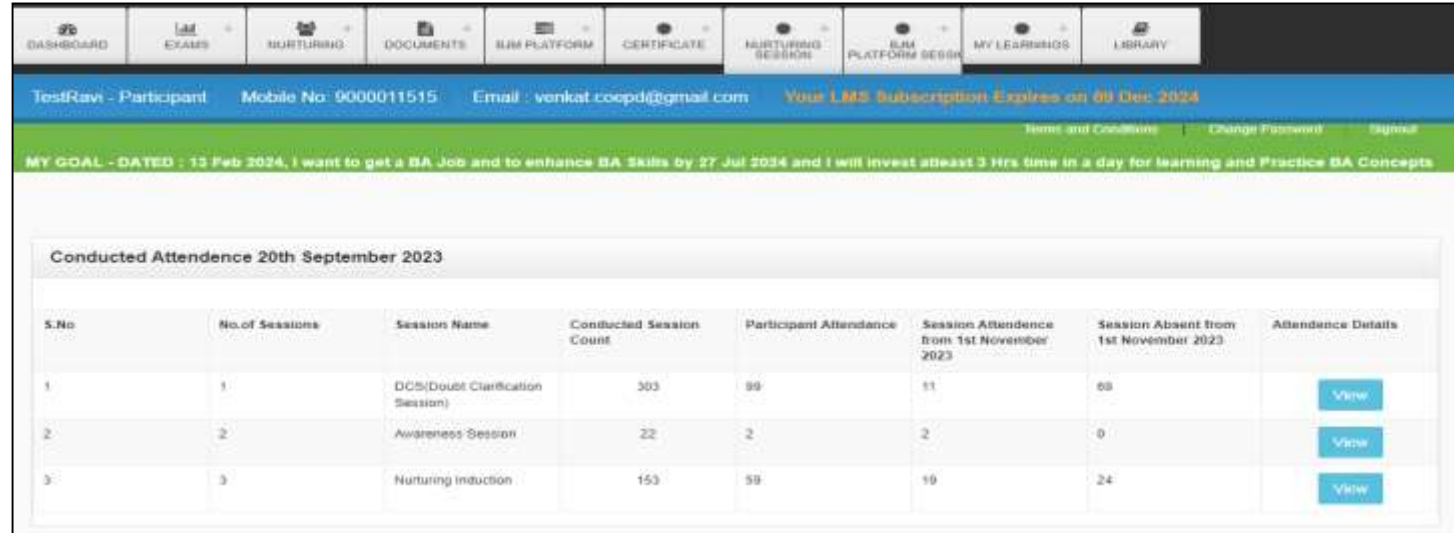
The screenshot shows a web application interface for viewing session feedback. At the top, there is a navigation menu with icons for Dashboard, Exams, Nurturing, Documents, BIM Platform, Certificate, Nurturing Session, BIM Platform Session, My Learnings, and Library. Below the menu, a blue header bar displays the user's name (TestRavi - Participant), mobile number (9000011515), email (venkat.coepd@gmail.com), and a subscription expiration notice (Your LMS Subscription Expires on 09 Dec 2024). A green bar below the header contains links for Terms and Conditions, Change Password, and Logout. A green bar below that displays a user goal: "MY GOAL - DATED : 13 Feb 2024, I want to get a BA Job and to enhance BA Skills by 27 Jul 2024 and I will invest atleast 3 Hrs time in a day for learning and Practice BA Concepts". The main content area is titled "Session Feedback Details" and features a search filter dropdown set to "DCS(Doubt Clarification Session)". Below the search filters are input fields for "Search by Trainer", "Search by Participant, N", and date pickers for "01/02/2024" and "13/02/2024". A table below displays the feedback data for three sessions.

S.No	Session Name	Date	Zoom Meeting Id	Start Time	Participant	Mobile	Feedback	Session Trainer
1	DCS(Doubt Clarification Session)	20 Jan 2024	837 0461 0610	19:00	TestRavi	9000011515	Good session!!	Polam Bharath Kumar
2	DCS(Doubt Clarification Session)	20 Jan 2024	837 0461 0610	19:00	TestRavi	9000011515	Good	Polam Bharath Kumar
3	DCS(Doubt Clarification Session)	20 Jan 2024	837 0461 0610	19:00	TestRavi	9000011515	The session was informative and helpful.	Polam Bharath Kumar

# Nurturing session attendance

Under Nurturing session attendance,

- A participant can view the attendance and be aware of the sessions he was absent.
- A participant can also give feedback to the session attended.



S.No	No. of Sessions	Session Name	Conducted Session Count	Participant Attendance	Session Attendance from 1st November 2023	Session Absent from 1st November 2023	Attendance Details
1	1	DCS(Doubt Clarification Session)	303	89	11	68	<a href="#">View</a>
2	2	Awareness Session	22	2	2	0	<a href="#">View</a>
3	3	Nurturing Induction	153	59	19	24	<a href="#">View</a>

S.No	Session Name	StartTime	Date	Status	Feedback
1	DCS(Doubt Clarification Session)	19:00	20 Jan 2024	Present	<a href="#">FeedBack</a>
2	DCS(Doubt Clarification Session)	19:00	19 Jan 2024	Present	<a href="#">FeedBack</a>
3	DCS(Doubt Clarification Session)	19:00	18 Jan 2024	Present	<a href="#">FeedBack</a>
4	DCS(Doubt Clarification Session)	19:00	19 Dec 2023	Present	<a href="#">FeedBack</a>

## Nurturing session attendance

### Edit Session Details

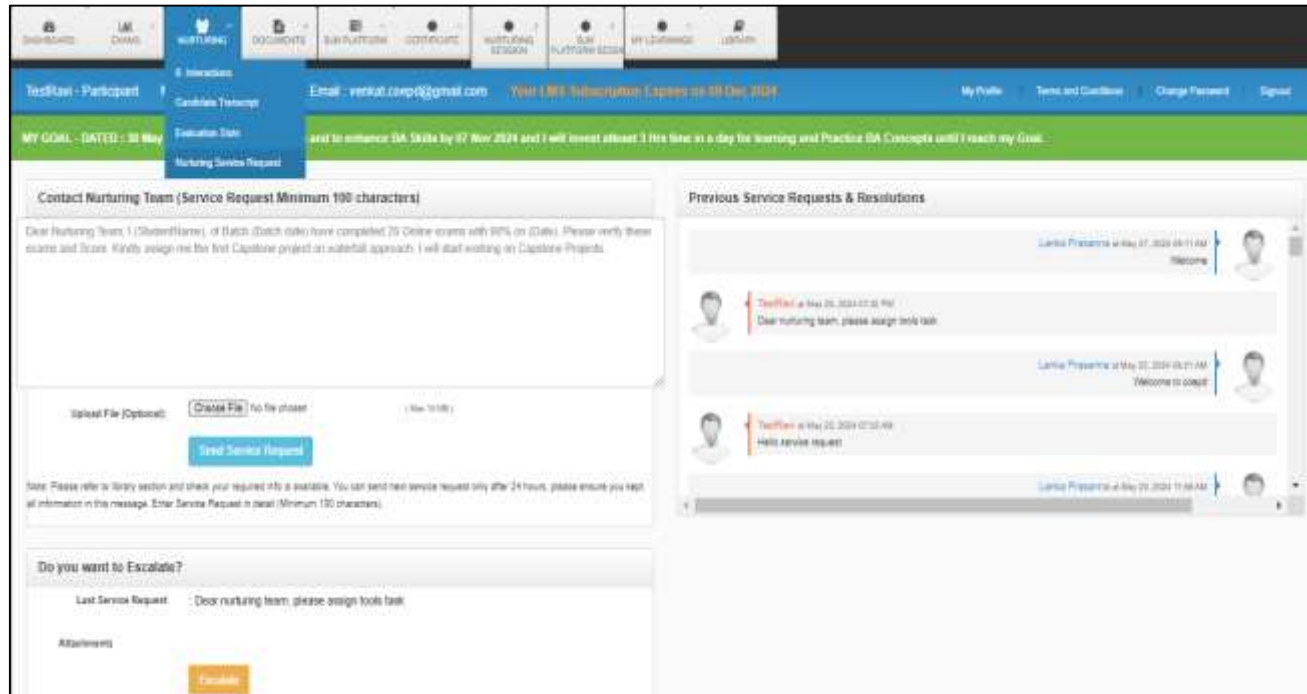
Participant	TestRavi	
Session Name	DCS(Doubt Clarification Session)	
Session Date	2024-01-20	
Mobile	9000011515	
Zoom meeting ID	837 0461 0610	Time 19:00
Feedback	<input type="text"/>	

A participant should give his feedback and click on submit button.

**Note:** It's Important to give the feedback to the sessions attended.

# Communications - Service Requests & Escalations

- For Portal Access issues – **WhatsApp the Nurturing Team on: +91 9154361708**
- Utilise **Service Request feature** in Nurturing Main Menu of student login to interact with Nurturing Team



The screenshot shows the 'Contact Nurturing Team (Service Request Minimum 100 characters)' form. The form includes a text area for the request, a 'Send Service Request' button, and a 'Do you want to Escalate?' section. The 'Previous Service Requests & Resolutions' section on the right shows a list of past requests and their resolutions.

- The participant should send elaborative messages that explain the concern in a detailed manner.
- There should be minimum of 100 characters in the service request.
- Once a participant has raised a service request, he cannot raise another one in the next 24 hours.
- If there is no reply to the service request for 32 hours, the participant can escalate it to the next level by clicking on “Escalate” button.
- The participant can view the previous service requests and resolutions in the right hand corner of the page.
- The designated language for official communication during evaluations is English, and candidates are required to be proficient in English for effective interaction.

<https://www.coepd.com/Participant/ServiceRequest.aspx>

## Service Request usage

- To request for Tools Installation and YouTube Video access
- Request to assign 1st capstone project
- Any clarifications required on the nurturing Tasks
- To request for updating of email ID, Phone number or any other personal information
- Please refer to library section and Document section before you raise service request

## Availability of service window, TAT, Pass percentage and Communication channels

### Availability of Service Request Window:

10 AM to 5 PM ONLY.

After 5 PM, it will be deemed as next day submission.

Available on Weekdays Only. (Monday to Saturday)

### TAT (Turn Around Time):

Monday- Friday: 1 day

Sundays and Holidays – No Service and Evaluations.

### Pass percentage:

Online Exams - 90%

Project Evaluations -60%

### Communication channels:

For Nurturing Evaluations, Platforms Like Goto Meeting, Zoom, Gmeet , Web-Ex , Skype, Similar platforms will be used as official communication channels.

Students should install these Apps for all the evaluations.

## Online Exams Guidelines

1. The main intention of these exams is to introduce the concept of research and analysis that is vital for a BA.
2. These exams will give a strong understanding on how the BA certifications are conducted in the real world.
3. Please review the BA material before attempting the exams as they may be helpful.
4. The student is expected to write the exams , review the wrong answers, read the hints and reattempt the exams
5. A student can write the exams any number of times until and until he receives 90% (Pass percentage)
6. A student can attempt multiple exams simultaneously.

In Exams Menu – [Click Objectives Exams](#)

<https://www.coepd.com/Participant/UserExamMaster.aspx>



# How to start, review and retake the online exams

## Start the exams

- Select **Category** – Business Analyst prep (26 Online exams will be displayed)
- **Click** on Take Exam tab of the exam you want to take
- **Read** Instructions and Then Click on Start exam
- You will **view** multiple choice questions with 3, 4 or 5 options.

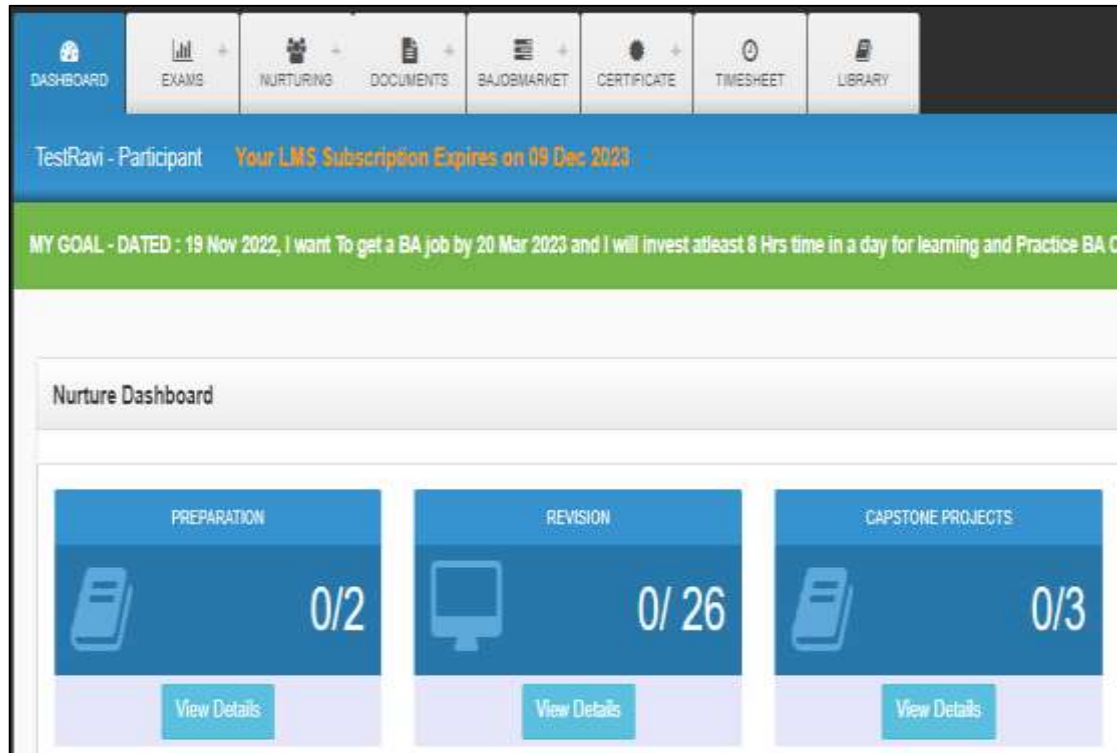
## Review the exams

- Go to the attempted exams and click on **“Review”** button
- **View** the question, wrong answer and Hint

## Retake the exams

- Go to the attempted exams and click on **“Review”** button
- On the right side of the page, you can view a text box wherein you should enter the reason for retake and click on **“Send request”**
- You will be redirected to the prep exams list and **view** the exams **under available exams**.

# Online Exams Guidelines - Option 2



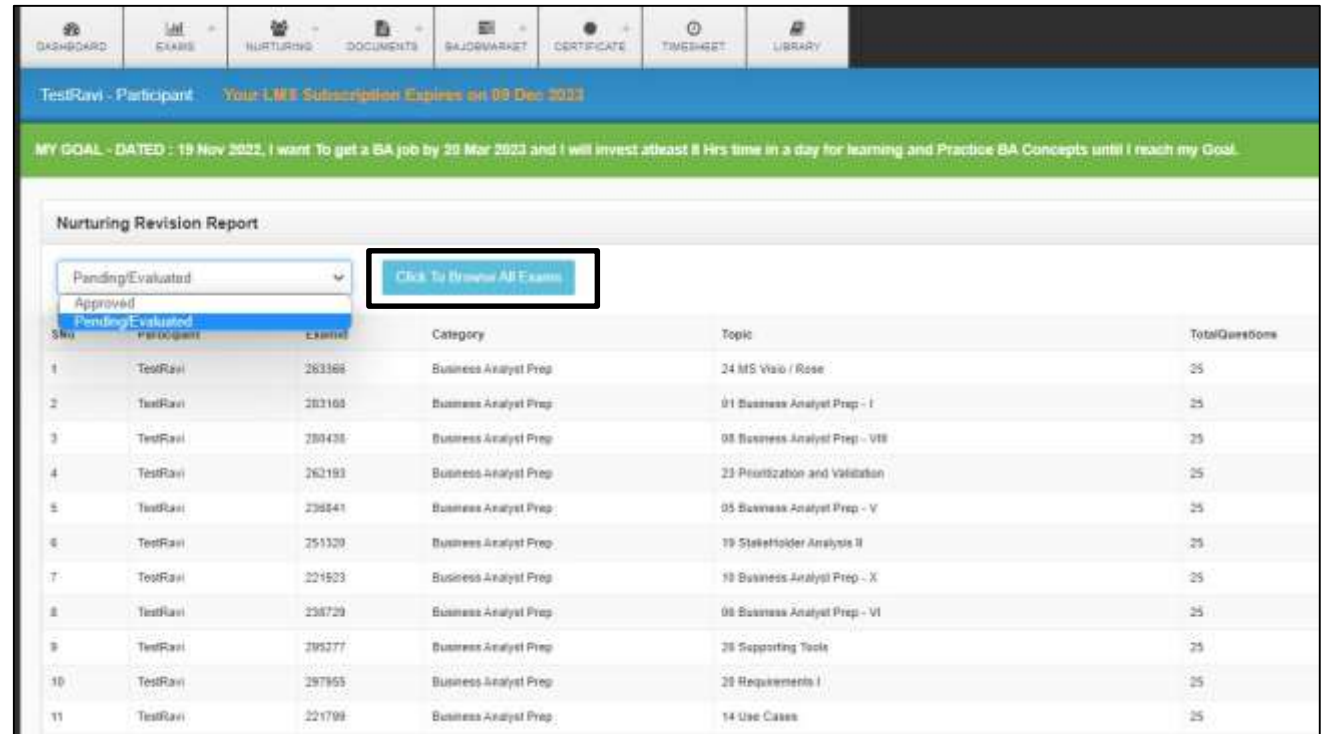
Navigation tabs: DASHBOARD, EXAMS, NURTURING, DOCUMENTS, SAJOBMARKET, CERTIFICATE, TIMESHEET, LIBRARY

TestRavi - Participant **Your LMS Subscription Expires on 09 Dec 2023**

MY GOAL - DATED : 19 Nov 2022, I want To get a BA job by 20 Mar 2023 and I will invest atleast 8 Hrs time in a day for learning and Practice BA C

Nurture Dashboard

- PREPARATION: 0/2 [View Details](#)
- REVISION: 0/ 26 [View Details](#)
- CAPSTONE PROJECTS: 0/3 [View Details](#)



TestRavi - Participant **Your LMS Subscription Expires on 09 Dec 2023**

MY GOAL - DATED : 19 Nov 2022, I want To get a BA job by 20 Mar 2023 and I will invest atleast 8 Hrs time in a day for learning and Practice BA Concepts until I reach my Goal.

Nurturing Revision Report

Filter: Pending/Evaluated [Click To Review All Exams](#)

SNo	Participant	ExamId	Category	Topic	TotalQuestions
1	TestRavi	283366	Business Analyst Prep	24 MS Visio / Rose	25
2	TestRavi	283168	Business Analyst Prep	01 Business Analyst Prep - I	25
3	TestRavi	280438	Business Analyst Prep	08 Business Analyst Prep - VII	25
4	TestRavi	262193	Business Analyst Prep	23 Prioritization and Validation	25
5	TestRavi	236841	Business Analyst Prep	05 Business Analyst Prep - V	25
6	TestRavi	251320	Business Analyst Prep	19 Stakeholder Analysis II	25
7	TestRavi	221523	Business Analyst Prep	10 Business Analyst Prep - X	25
8	TestRavi	238729	Business Analyst Prep	08 Business Analyst Prep - VI	25
9	TestRavi	295277	Business Analyst Prep	28 Supporting Tools	25
10	TestRavi	297855	Business Analyst Prep	20 Requirements I	25
11	TestRavi	221708	Business Analyst Prep	14 Use Cases	25

DASHBOARD | EXAMS | NURTURING | DOCUMENTS | BJM PLATFORM | CERTIFICATE | NURTURING SESSION | BJM PLATFORM SESSIO | MY LEARNINGS | LIBRARY

Objective Exams | TestRavi - امتحانات | موضوعات: 9000011515 | Email : venkat.coepd@gmail.com | Your LMS Subscription Expires on 09 Dec 2024 | My Profile | Terms and Conditions | Change Password | Signout

**MY GOAL - DATED : 30 May 2024, I want to get a BA Job and to enhance BA Skills by 07 Nov 2024 and I will invest atleast 3 Hrs time in a day for learning and Practice BA Concepts until I reach my Goal.**

### Prep Exams List

Category: Business Analyst Prep

Available Exams : 7

SNo	Topic	Take Exam
1	11 Business Analyst Prep - XI	<a href="#" style="background-color: #27ae60; color: white; padding: 5px;">Take Exam</a>
2	13 Object Oriented Approach	<a href="#" style="background-color: #27ae60; color: white; padding: 5px;">Take Exam</a>
3	15 Activity Diagrams	<a href="#" style="background-color: #27ae60; color: white; padding: 5px;">Take Exam</a>
4	16 Sequence Diagrams and Domain Modeling	<a href="#" style="background-color: #27ae60; color: white; padding: 5px;">Take Exam</a>
5	24 MS Visio / Rose	<a href="#" style="background-color: #27ae60; color: white; padding: 5px;">Take Exam</a>
6	25 Axure/Balsamiq	<a href="#" style="background-color: #27ae60; color: white; padding: 5px;">Take Exam</a>
7	26 Supporting Tools	<a href="#" style="background-color: #27ae60; color: white; padding: 5px;">Take Exam</a>

Attempted Exams : 19

SNo	Topic	Date	Start	End	%	Review
1	05 Business Analyst Prep - V	20 May 2024	11:23 AM	11:44 AM	0	<a href="#" style="background-color: #27ae60; color: white; padding: 5px;">Review</a>
2	01 Business Analyst Prep - I	25 May 2024	07:33 PM	07:33 PM	0	<a href="#" style="background-color: #27ae60; color: white; padding: 5px;">Review</a>
3	17 UAT	20 May 2024	11:40 AM	11:44 AM	0	<a href="#" style="background-color: #27ae60; color: white; padding: 5px;">Review</a>
4	06 Business Analyst Prep - VI	27 May 2024	08:38 PM	08:40 PM	0	<a href="#" style="background-color: #27ae60; color: white; padding: 5px;">Review</a>
5	02 Business Analyst Prep - II	20 May 2024	11:32 AM	11:44 AM	0	<a href="#" style="background-color: #27ae60; color: white; padding: 5px;">Review</a>
6	18 StakeHolder Analysis I	03 May 2024	06:24 PM	11:44 AM	0	<a href="#" style="background-color: #27ae60; color: white; padding: 5px;">Review</a>
7	22 Requirement Elicitation Techniques	11 May 2024	07:39 PM	11:44 AM	0	<a href="#" style="background-color: #27ae60; color: white; padding: 5px;">Review</a>

## How to review - Online Exam

DASHBOARD EXAMS NURTURING DOCUMENTS BAJOBMARKET CERTIFICATE TIMESHEET LIBRARY

TestRavi - Participant Your LMS Subscription Expires on 09 Dec 2023 Terms and Conditions Change Password Signout

MY GOAL - DATED : 19 Nov 2022, I want To get a BA job by 20 Mar 2023 and I will invest atleast 8 Hrs time in a day for learning and Practice BA Concepts until I reach my Goal.

### Exam Review - Only Wrong Answers

SNo	Question	Your Answer	Hint
1	What is the main purpose of creating RTM?	timelines of the project	Main purpose of creating RTM Determine the project goals,Determine the project direction,timelines of the project
1	Total Questions		25
2	Attempted Questions		1
3	Non Attempted Questions		24
4	Correct Answers		0

#### ReTake Exam Request

Enter Reson For Retake Exam

Send Request

## Slot booking

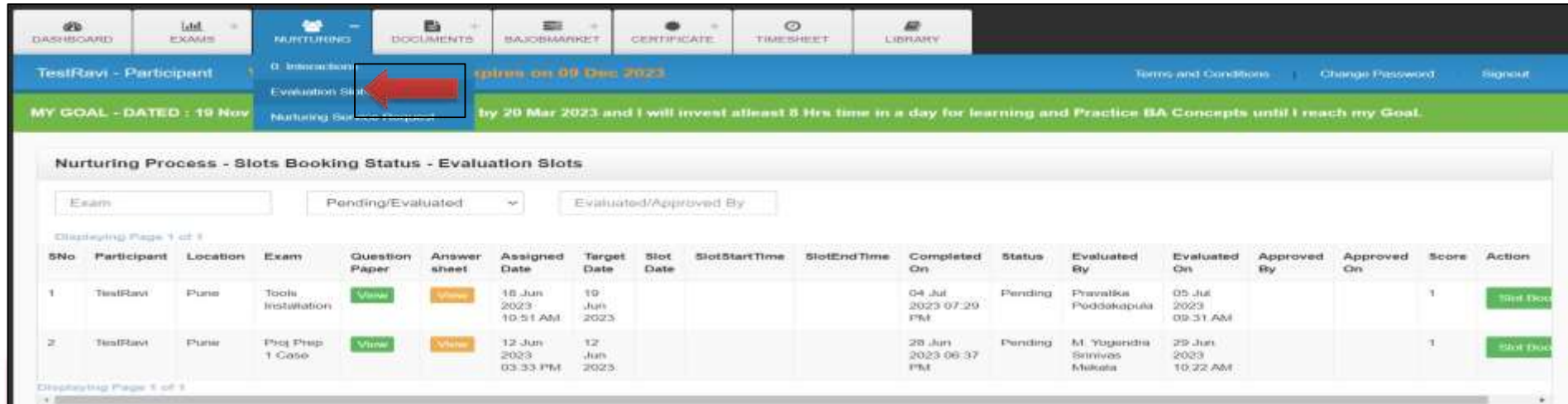
Nurturing Preparation  
Capstone Projects  
Live Project Identify

Blogs & forms  
Waterfall Project  
Agile Project

BA Mock-1  
BA Mock-Viva Voice  
Resume Finalization  
HR Mock

Let's Book a Slot for Capstone Project - Case -1 <https://www.coepd.com/Participant/NurturingProcessSearch.aspx>

Step-1:

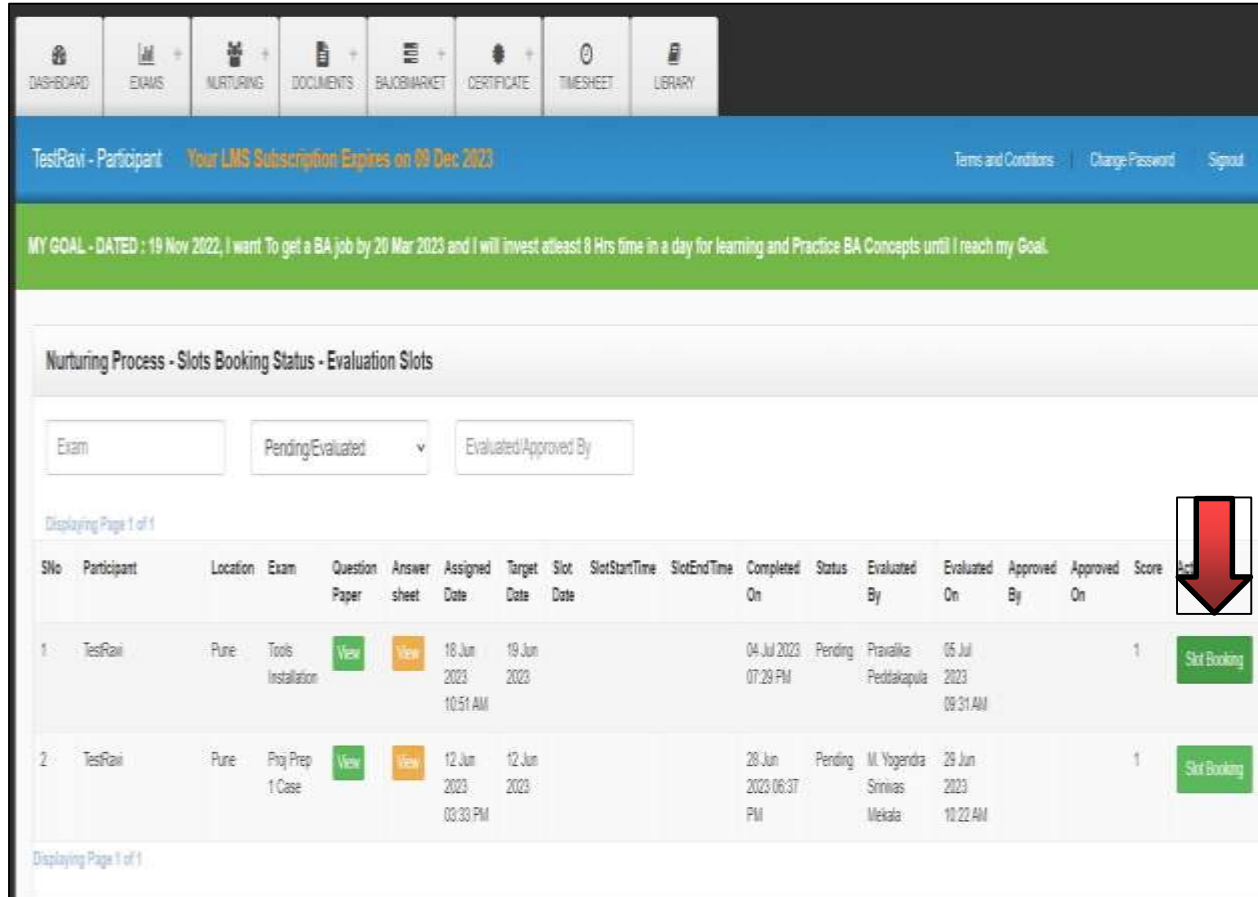


The screenshot shows the 'Nurturing Process - Slots Booking Status - Evaluation Slots' page. The top navigation bar includes 'DASHBOARD', 'EXAMS', 'NURTURING', 'DOCUMENTS', 'SAJOBMARKET', 'CERTIFICATE', 'TIMESHEET', and 'LIBRARY'. The 'NURTURING' menu is expanded, showing '0 Interactions', 'Evaluation Slots', and 'Nurturing Services Request'. A red arrow points to 'Evaluation Slots'. Below the navigation, there is a 'MY GOAL - DATED : 19 Nov' section with a progress bar and a goal description: 'By 20 Mar 2023, and I will invest atleast 5 Hrs time in a day for learning and Practice BA Concepts until I reach my Goal.' The main content area displays a table of evaluation slots.

SNo	Participant	Location	Exam	Question Paper	Answer sheet	Assigned Date	Target Date	Slot Date	SlotStartTime	SlotEndTime	Completed On	Status	Evaluated By	Evaluated On	Approved By	Approved On	Score	Action
1	TestRavi	Pune	Tools Installation	<a href="#">View</a>	<a href="#">View</a>	18 Jun 2023 10:51 AM	10 Jun 2023				04 Jul 2023 07:29 PM	Pending	Pravika Poddakapala	05 Jul 2023 09:31 AM			1	<a href="#">Slot Doc</a>
2	TestRavi	Pune	Proj Prep 1 Case	<a href="#">View</a>	<a href="#">View</a>	12 Jun 2023 03:33 PM	12 Jun 2023				28 Jun 2023 08:37 PM	Pending	M. Yogendra Srinivas Niketa	29 Jun 2023 10:22 AM			1	<a href="#">Slot Doc</a>

Step-2 : Click on the slot booking option

Step-3: Click on the select slot date option and select date when you are available, Click on choose file for uploading answer sheet



TestRavi - Participant | Your LMS Subscription Expires on 09 Dec 2023

MY GOAL - DATED : 19 Nov 2022, I want to get a BA job by 20 Mar 2023 and I will invest atleast 8 Hrs time in a day for learning and Practice BA Concepts until I reach my Goal.

Nurturing Process - Slots Booking Status - Evaluation Slots

Exam:  Pending/evaluated  Evaluated/Approved By

Displaying Page 1 of 1

SNo	Participant	Location	Exam	Question Paper	Answer sheet	Assigned Date	Target Date	Slot Date	SlotStartTime	SlotEndTime	Completed On	Status	Evaluated By	Evaluated On	Approved By	Approved On	Score	Slot Booking
1	TestRavi	Pune	Tools Installation	<input type="button" value="View"/>	<input type="button" value="View"/>	18 Jun 2023	19 Jun 2023				04 Jul 2023 07:29 PM	Pending	Pravalka Pedlakapula	05 Jul 2023 09:31 AM			1	<input type="button" value="Slot Booking"/>
2	TestRavi	Pune	Proj Prep 1 Case	<input type="button" value="View"/>	<input type="button" value="View"/>	12 Jun 2023	12 Jun 2023				28 Jun 2023 06:37 PM	Pending	M. Ysgendra Srinivas Mekala	28 Jun 2023 10:22 AM			1	<input type="button" value="Slot Booking"/>

Displaying Page 1 of 1

Stage Task

Attachments

Evaluator Comments

Status


Target Date

Select Slot Date: 03/09/2022

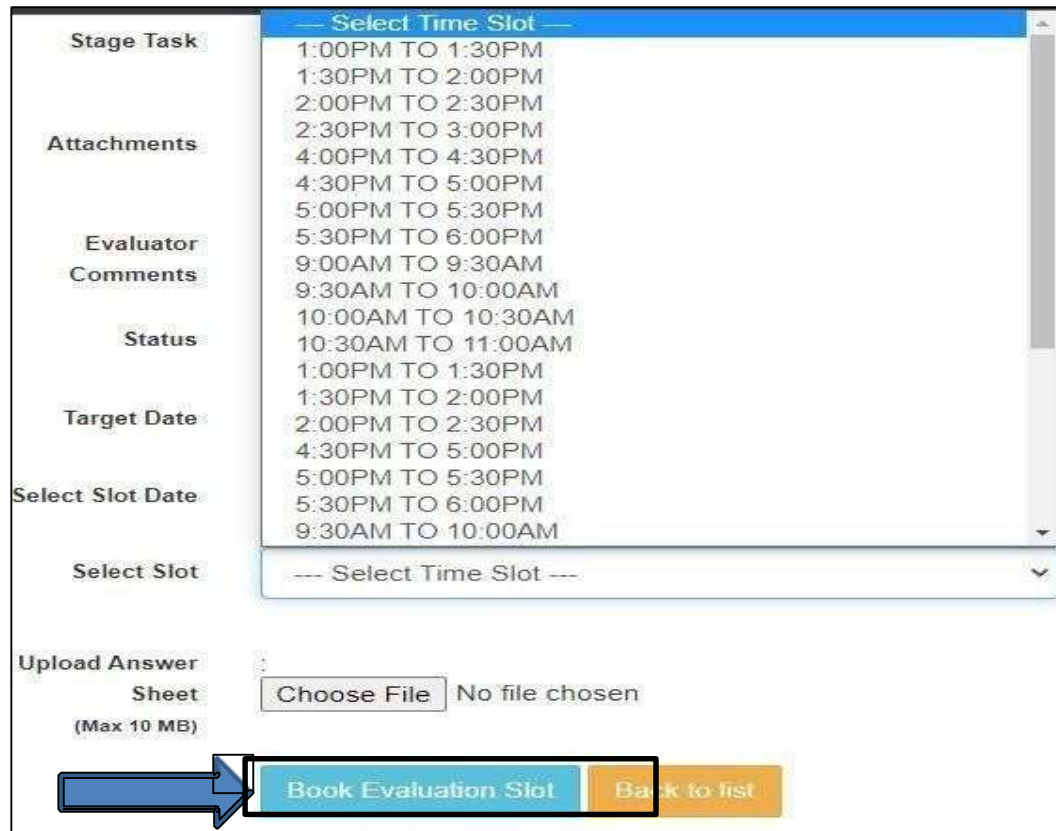
Select Slot: --- No Time Slots Available - Try Next Day ---

Upload Answer Sheet (Max 10 MB)

No file chosen



Step-4: Click on the select slot time option and select slot time when you are available and click on Book evaluation slot



Stage Task: --- Select Time Slot ---

Attachments: 1:00PM TO 1:30PM, 1:30PM TO 2:00PM, 2:00PM TO 2:30PM, 2:30PM TO 3:00PM, 4:00PM TO 4:30PM, 4:30PM TO 5:00PM, 5:00PM TO 5:30PM, 5:30PM TO 6:00PM, 9:00AM TO 9:30AM, 9:30AM TO 10:00AM, 10:00AM TO 10:30AM, 10:30AM TO 11:00AM, 1:00PM TO 1:30PM, 1:30PM TO 2:00PM, 2:00PM TO 2:30PM, 4:30PM TO 5:00PM, 5:00PM TO 5:30PM, 5:30PM TO 6:00PM, 9:30AM TO 10:00AM

Evaluator: --- Select Time Slot ---

Comments: --- Select Time Slot ---

Status: --- Select Time Slot ---

Target Date: --- Select Time Slot ---

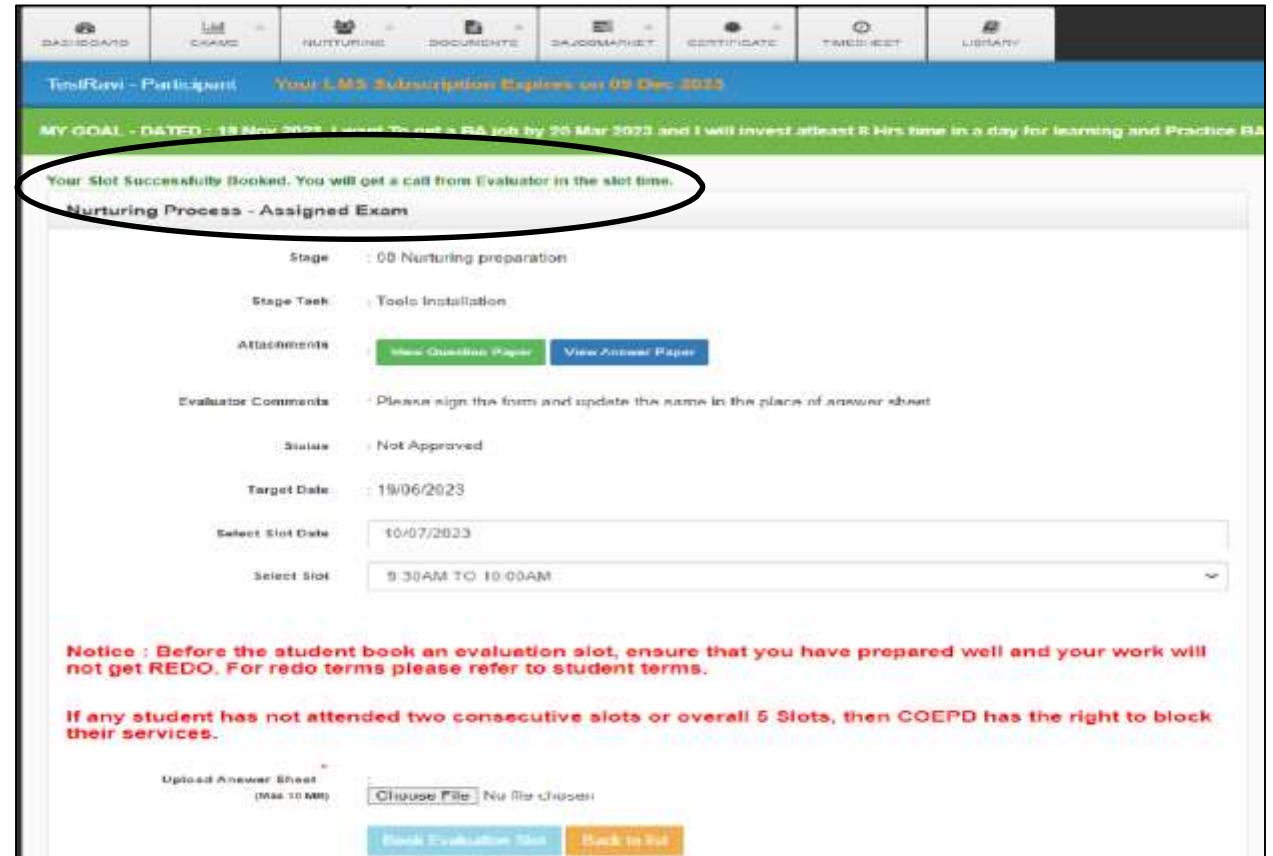
Select Slot Date: --- Select Time Slot ---

Select Slot: --- Select Time Slot ---

Upload Answer Sheet: Choose File No file chosen (Max 10 MB)

Book Evaluation Slot | Back to list

Step-5: You will slot confirmation notification



TestRail - Participant | Your LMS Subscription Expires on 09 Dec 2023

MY GOAL - DATED - 18 Nov 2023, I need to get a BA job by 25 Mar 2023 and I will invest atleast 2 Hrs time in a day for learning and Practice BA

Your Slot Successfully Booked. You will get a call from Evaluator in the slot time.

Nurturing Process - Assigned Exam

Stage: 00 Nurturing preparation

Stage Task: Tools Installation

Attachments: View Question Paper | View Answer Paper

Evaluator Comments: Please sign the form and update the same in the place of answer sheet

Status: Not Approved

Target Date: 19/06/2023

Select Slot Date: 10/07/2023

Select Slot: 9:30AM TO 10:00AM

Notice: Before the student book an evaluation slot, ensure that you have prepared well and your work will not get REDO. For redo terms please refer to student terms.

If any student has not attended two consecutive slots or overall 5 Slots, then COEPD has the right to block their services.

Upload Answer Sheet (Max 10 MB): Choose File No file chosen

Book Evaluation Slot | Back to list

Step-6: Slot start time & End time will be displayed

Step-7: Option for submitting new answer sheet

Nurturing Process - Slots Booking Status - Evaluation Slots

Exam:  Pending/Evaluator:  Evaluated/Approved:

Displaying Page 1 of 1

SNo	Participant	Location	Exam	Question Paper	Answer sheet	Assigned Date	Target Date	Slot Date	SlotStartTime	SlotEndTime
1	TestRavi	Pune	14	<a href="#">View</a>	<a href="#">View</a>	19 May 2022 06:07 PM	21 May 2022	04 Sep 2022	01:30 PM	02:00 PM

College Internship | COEPD 84 | Search results - veniat@coepd | WhatsApp | COEPD Participant Login

coepd.com/Participant/NurturingProcess.aspx?ItemId=2433

TestRavi - Participant | Your LMS Subscription Expires on 29 Jul 2023

Nurturing Process - Assigned Exam

Stage: 00 Parking  
 Stage Task: 14  
 Attachments: [View Question Paper](#) [View Answer Paper](#)  
 Evaluator Comments: Testing  
 Status: Not Approved  
 Target Date: 21/05/2022  
 Select Slot Date: 04/09/2022  
 Select Slot: 1:30PM TO 2:00PM  
 Upload Answer Sheet (Max 10 MB):  No file chosen

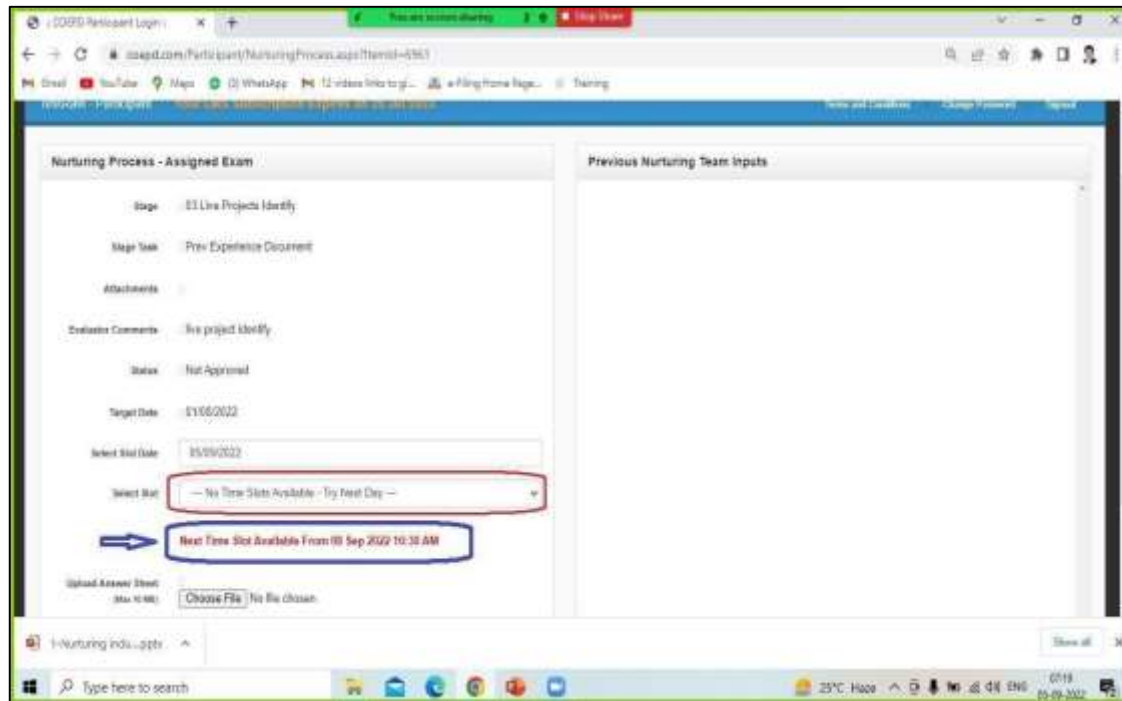
Previous Nurturing Team Inputs

Verified R. P. at Sep 01, 2022 09:04 PM testing for reds  
 Verified R. P. at Sep 01, 2022 09:04 PM testing for reds

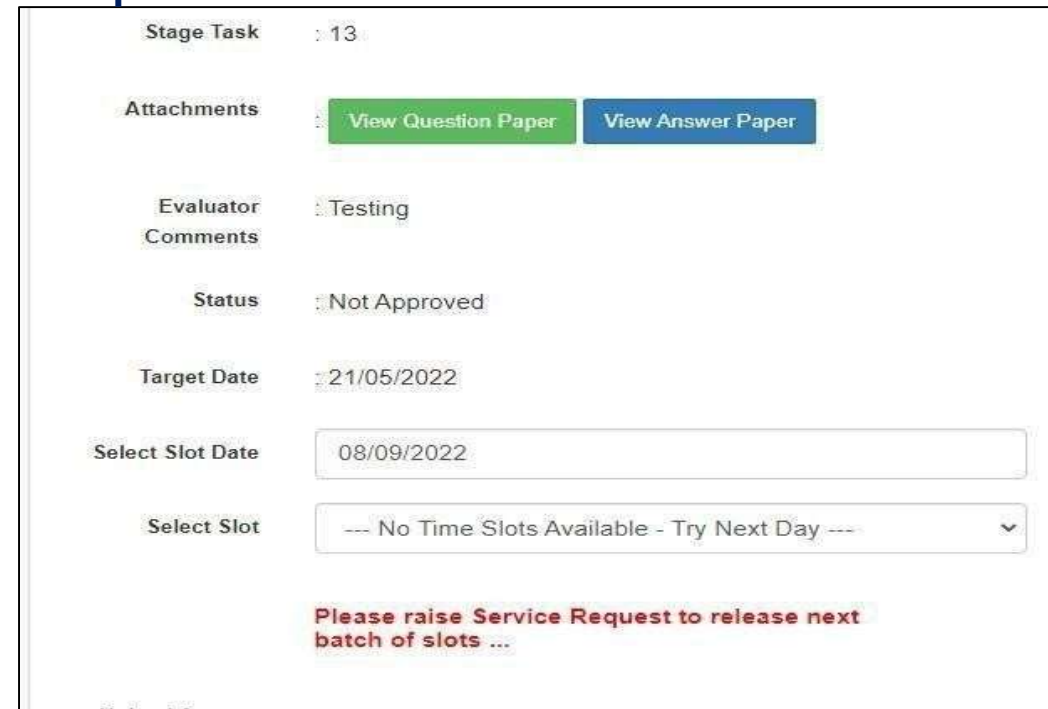


- ✓ In case If slots are not available the participant will get a notification of next available time slots or The participant have to raise a service request.
- ✓ If a participant gets Redo/approved in any evaluation, then he/she can able to book their next slot only after 36 hours.
- ✓ Project Evaluation Slot gmeet/zoom/related link will be shared 1 minute before the slot on previous nurturing team inputs. It is the responsibility of the student to check the link and join the evaluation slot.

### Step-8:



### Step-9:



Student should check the Gmeet/Zoom Link which is provided in the mentor inputs, 1 minute before of their slot time for the evaluation.

**Nurturing Process - Assigned Exam**

Stage : 02 Capstone Project

Stage Task : Proj Prep 1 Case Part 1

Attachments : [View Question Paper](#) [View Answer Paper](#)

Evaluator Comments : sample

Status : Not Approved

Target Date : 12/06/2023

Select Slot Date :

Select Slot :

**Previous Nurturing Team Inputs**

Anusha Telugu at Aug 06, 2024 10:27 AM  
Hi, Please join through g-meet link for evaluation at your slot time: <https://meet.google.com/xiy-xoxd-qui>

Gande Shiva Rama Krishna at Jun 19, 2023 01:36 PM  
Testing

Gande Shiva Rama Krishna at Jun 13, 2023 12:11 PM  
Testing

Sweeya at Apr 20, 2023 02:27 PM  
testing redo

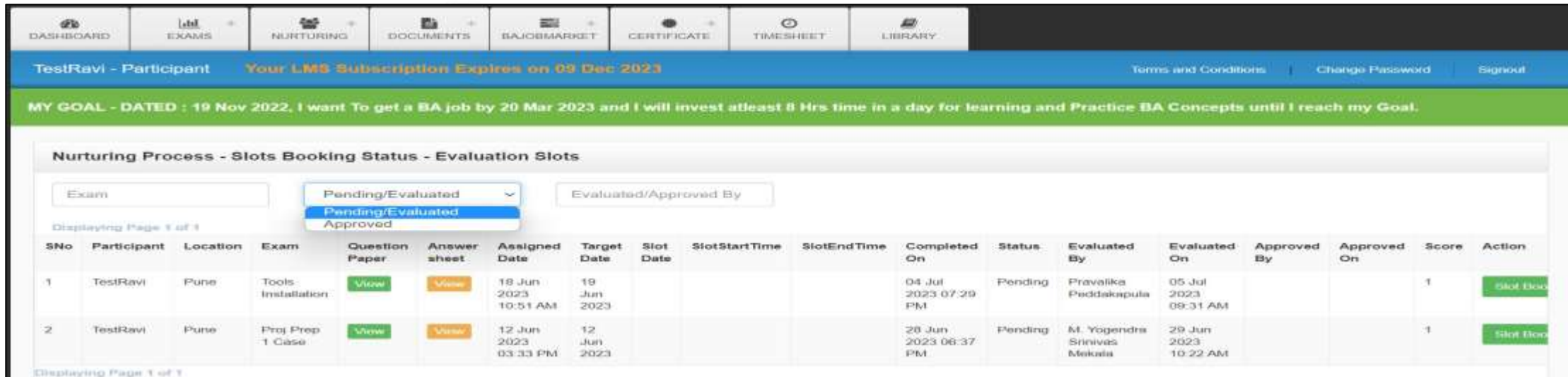
Parise Praveena at Mar 31, 2023 01:24 PM  
Testing

Manik Prabhu at Feb 20, 2023 10:15 AM  
testing for redo

## Dashboard - Status : Approved/Pending

Nurturing Status can be viewed in the dashboard

- Displays 2 Status for all Activities
- 1. Approved - Evaluation Passed
- 2. Pending/Evaluated - Work in progress or Expected Score Required or Retake
- In the Evaluation, students must answer all questions and should be able to justify at least 60% content and correctness of each answer
- If the Student wants to upload their new/updated answer sheet before their slot time, then he/she can upload under choose file option and can submit.



SNo	Participant	Location	Exam	Question Paper	Answer sheet	Assigned Date	Target Date	Slot Date	SlotStartTime	SlotEndTime	Completed On	Status	Evaluated By	Evaluated On	Approved By	Approved On	Score	Action
1	TestRavi	Pune	Tools Installation	<a href="#">View</a>	<a href="#">View</a>	18 Jun 2023 10:51 AM	19 Jun 2023				04 Jul 2023 07:29 PM	Pending	Pravalika Peddakapula	05 Jul 2023 09:31 AM			1	<a href="#">Slot Book</a>
2	TestRavi	Pune	Proj Prop -1 Case	<a href="#">View</a>	<a href="#">View</a>	12 Jun 2023 03:33 PM	12 Jun 2023				28 Jun 2023 06:37 PM	Pending	M. Yogendra Srinivas Mekala	29 Jun 2023 10:22 AM			1	<a href="#">Slot Book</a>

Nurturing Process Stages						
Nurturing Process Stages	Tasks	Explanation	Score	Weightage/Progress	Time Frame (Days)	IIBA
Nurturing Preparation	Tools Installation	Request for Tools to be installed - MS Visio, Axure & Balsamiq	60%	1%	1	-
	Youtube Videos Access	Standard Youtube Videos	60%	1%	1	-
BA Concepts Revision	26 Online Objective Exams	MCQ's with 26 exams and 25 questions in each exam	90%	13%	4	2 PD Hrs
Capstone Projects	Proj Prep 1 Case - Part 1	Waterfall casestudy with 44 questions	60%	5%	2	2 PD Hrs
	Proj Prep 1 Case - Part 2		60%			
	Proj Prep 1 Case - Part 3		60%			
	Proj Prep 2 Case	Scrum casestudy with 17 questions	60%	5%	2	2 PD Hrs
	Proj Prep 3 Case - Part 1	Overview of Business Analysis concepts with 38 questions	60%	5%	2	2 PD Hrs
	Proj Prep 3 Case - Part 2		60%			
Live Project Identify	Mentor Discussion	Identify 1 waterfall and 1 Agile project from the current resume.	60%	5%	1	-
Waterfall Project	Waterfall Scope PPT	A template will be provided. The participant should prepare his own document based on the template given.	60%	18%	7	9 PD Hrs
	Waterfall Deliverables - Part 1: Waterfall Project BA Implementation - Business Case, Diagrams, BRD, FS.	A template will be provided. The participant should prepare his own document based on the template given.	60%			
	Waterfall Deliverables - Part 2: Waterfall Project BA Implementation - Page Designs, RTM, Strategy	A template will be provided. The participant should prepare his own document based on the template given.	60%			
Agile Project	Agile Scope PPT	A template will be provided. The participant should prepare his own document based on the template	60%	14%	5	5 PD Hrs
	Agile Deliverables	A template will be provided. The participant should prepare his own document based on the template	60%			

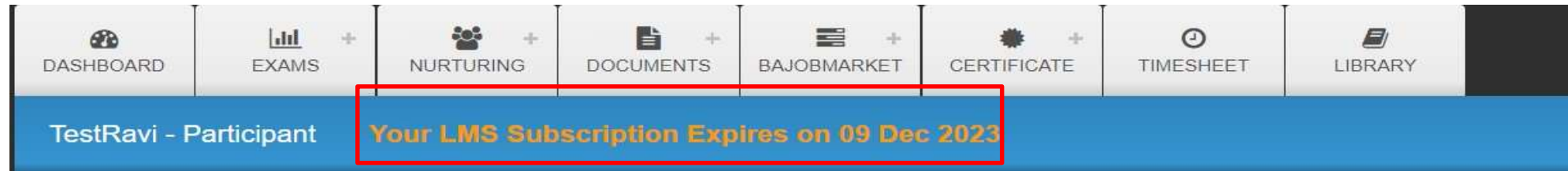
Nurturing Process Stages						
BA Exposure	Blogs & Forums Introduction	Explanation on Blogs & Forums	60%	-	-	-
	Blogs 2	Write 2 Blog topics assigned only on BA Concepts.	60%	8%	2	7 PD Hrs
	Forums 20	Participate in 20 Forums of your choice.	60%	5%	2	7 PD Hrs
Mocks	1 BA Mock	Need to prepare on all concepts related to Waterfall and Live projects on Waterfall.	60%	2%	1	1 PD Hrs
	2 BA Mock	Need to prepare on All concepts related Agile and Agile Live project	60%	2%	1	1 PD Hrs
	3 BA Mock	Need to Prepare on all Technical concepts of BA	60%	2%	1	1 PD Hrs
	4 BA Mock	A Case study will be provided. The participant should work on the case study given.	60%	2%	1	1 PD Hrs
Resume	AS IS Resume Preparation	Induction on Resume Preparation	60%	4%	3	-
	TO BE Resume Preparation	Fine tuning of Resume				
	Stable Resume Mold	Resume Finalization & Justification				
Interview Ready	IIBA Certificate	40 PD Hours Certificate	60%	8%	3	-
Stages - 10				100%	39 Days	40 PD Hrs

## Stage wise documents to upload

Nurturing Process Stages	Tasks	Documents to Upload by COEPD	Documents to Upload by Student	Assigned by
Nurturing Preparation	Tools Installation	Tools consent form	Signed Tools consent form	Nurturing Team
	Youtube Videos Access	None	Empty Word Document	Nurturing Team
BA Concepts Revision	26 Online Objective Exams	None	None	Nurturing Team
Capstone Projects	Proj Prep 1 Case - Part 1, Part 2, Part3	Question Papers	Completed Answer sheet	Nurturing Team
	Proj Prep 2 Case	Question Papers	Completed Answer sheet	Mentors
	Proj Prep 3 Case - Part 1, Part 2	Question Papers	Completed Answer sheet	Mentors
Live Project Identify	Mentor Discussion	None	Current Resume	Mentors
Waterfall Project	Waterfall Scope PPT	PDF Template	PPT with 9-10 slides	Mentors
	Waterfall Deliverables - Part 1:	PDF Template	Completed template answer sheet	Mentors
	Waterfall Deliverables - Part 2:	PDF Template	Completed template answer sheet	Mentors
Agile Project	Agile Scope PPT	PDF Template	PPT with 9-10 slides	Mentors
	Agile Deliverables	PDF Template	Completed template answer sheet	Mentors
BA Exposure	Blogs & Forums Introduction	None	Empty Word Document	Mentors
	Blogs 2	Blog Topics	Completed Answer sheet	Mentors
	Forums 20	None	Completed Answer sheet	Mentors
Mocks	1 BA Mock - Waterfall Concepts	None	Current Resume	Mentors
	2 BA Mock - Agile Concepts	None	Current Resume	Mentors
	3 BA Mock - Technical Concepts	None	Current Resume	Mentors
	4 BA Mock - Casestudy	Question Paper	Completed Answer sheet	Mentors
Resume	AS IS Resume Preparation	Sample Resume	Current Resume	Mentors
	TO BE Resume Preparation	None	Refined Resume as per the sample resume	Mentors
	Stable Resume Mold	None	Student's Finalized resume	Mentors

## Guidelines - COEPD Services Validity

- COEPD Services Validity is displayed as **LMS subscription expiry date** in the student login of COEPD portal.



- It is recommended to complete the Nurturing within 4-5 months and remaining months can be utilised for BJM services( BA Job Market ).
- There will be no extension of COEPD services after their subscription period expires
- Any Concerns, Student can send an Official email to Nurturing team to [nurtureba@coepd.com](mailto:nurtureba@coepd.com).
- Please note that COEPD portal : student submitted assignment answer word documents will be available only for a week's days time after the evaluation is completed. After 1 week, document will be deleted automatically and cannot be retrieved.

## Guidelines - Student Terms

- Please refer to the **Student terms and Conditions** in Student Login of COEPD portal
- Access to the COEPD student portal will be provided; Credentials will be shared by the Nurturing Team through SMS or WhatsApp.
- COEPD don't encourage WhatsApp Groups for the participants – COEPD is not responsible for the further consequences.

## GAP, Missing evaluation Slots and REDOs :

- For More than 2 months break, the Candidate should RESTART Nurturing Process from the Beginning.
- If any student has not attended consecutive TWO slots / 3 Redo's (on individual task) / Overall 10 redo's combined on all task evaluations then COEPD has the right to block their services.
- Before the student book an evaluation slot, Please ensure that you have prepared well and your work will not get REDO. For redo terms, please refer to student terms.
- If a participant gets Redo/Approved in any evaluation, then he/she can able to book their next slot only after 36 hours.



## Guidelines & Terms of REDO

- **For 1st Redo** : A participant can able to book their next slot only after **5 days** and should attend 3 Doubt clarification sessions.
- **For 2nd Redo** : A participant can able to book their next slot only after **8 days** from 1st Redo and should attend 5 Doubt clarification sessions.
- **For 3rd Redo** : COEPD will **stop their services**



## Overview of the complete Process

- **Nurturing Preparation** - Tools Installation and You tube access Request
- Refer to study plan & execute it
  - Read Study Material and Start giving **26 Online Exams**
  - Refer to video guidelines and Work on **3 Capstone Projects**
  - Work on **2 Live Projects** i.e. Waterfall Model and Scrum framework.
  - Participate in **Blogs and Forums**
  - Give **BA Mocks**
  - Prepare **BA Resume**
  - Collect **IIBA Certificate**
  - Please note that ...Our COEPD **IIBA 40 PD Hours certificate is valid for only 4 years from the date of issue** .

### Move to BA Job Market Wing :

- Utilize JOB search Service Request feature in BA Job Market Tab to interact with Team HR - Talent Pool
- Give HR Mock
- Ready to Take Interview Calls

## Important Tips for Success

- Invest your time in your Future...Don't come up excuses that you don't have time
- There is no shortcut to success. Hard work always pays.
- Invest 3 to 5 hours daily as study time (60 min recollection of previous study concepts- Write on a paper)
- Review the progress weekly.
- Please understand that Daily your 3 to 5 hours of learning will change your career , life and status in the society.
- Write your Goal on a big poster

**I will Become BA by Target Date**

And stick this poster in your room, where you will spend more time ...

- Make above poster as your screen saver or password like BAb4sep22
- Think positive and always say to yourself I will become a BA
- Don't blame others .. Take responsibility of yourself and your Goal and believe in process .... And definitely ...
- You will be Successful

**All the Best**