

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 30 Apr 2025.

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



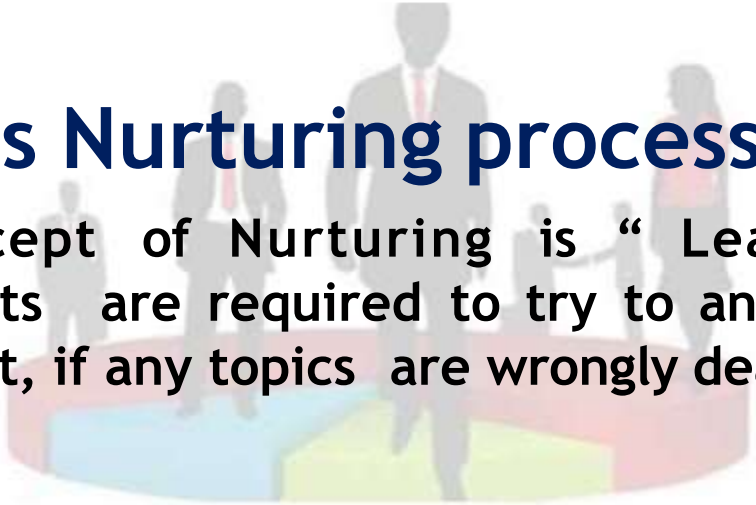


GOAL

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

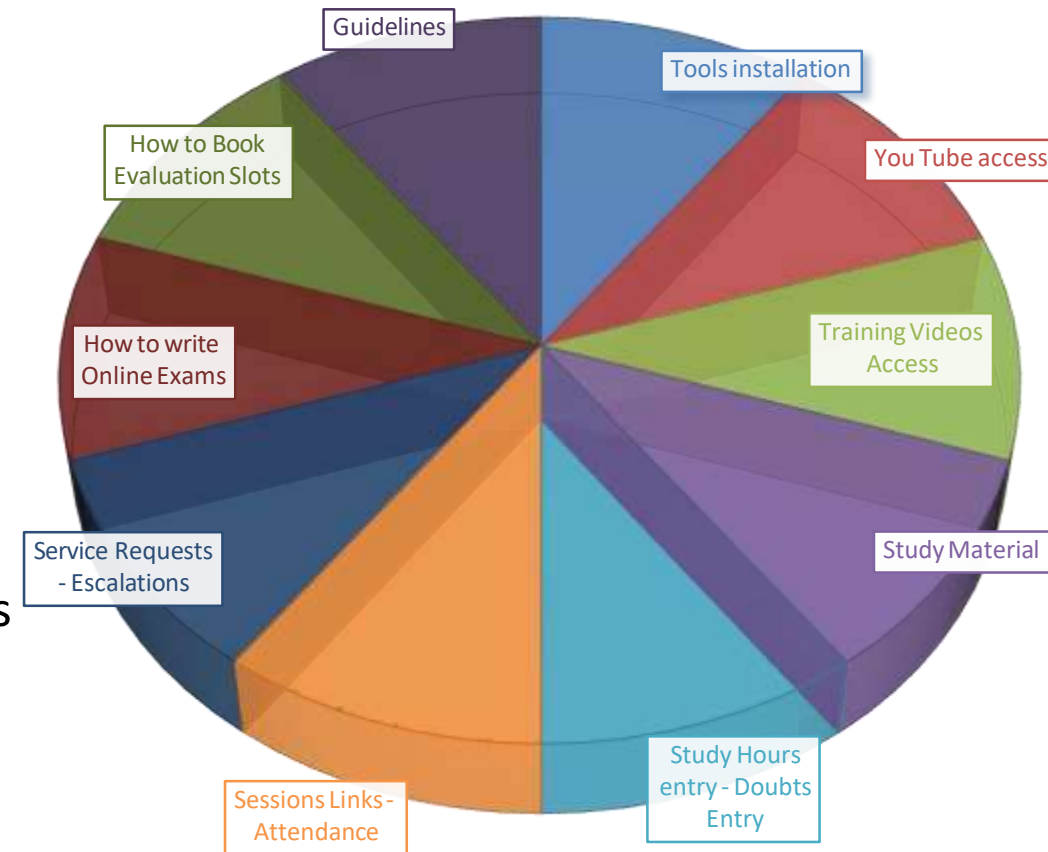
What is Nurturing process?

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.



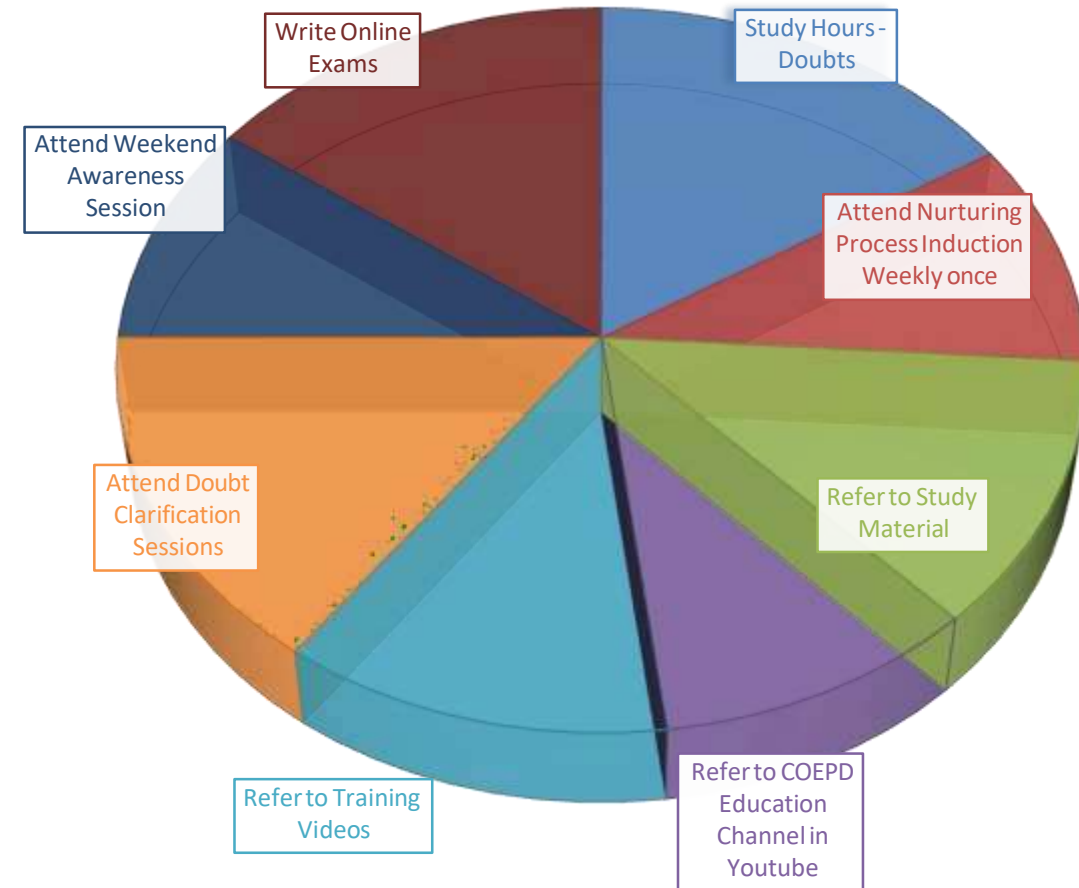
Checklist of Nurturing Process

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



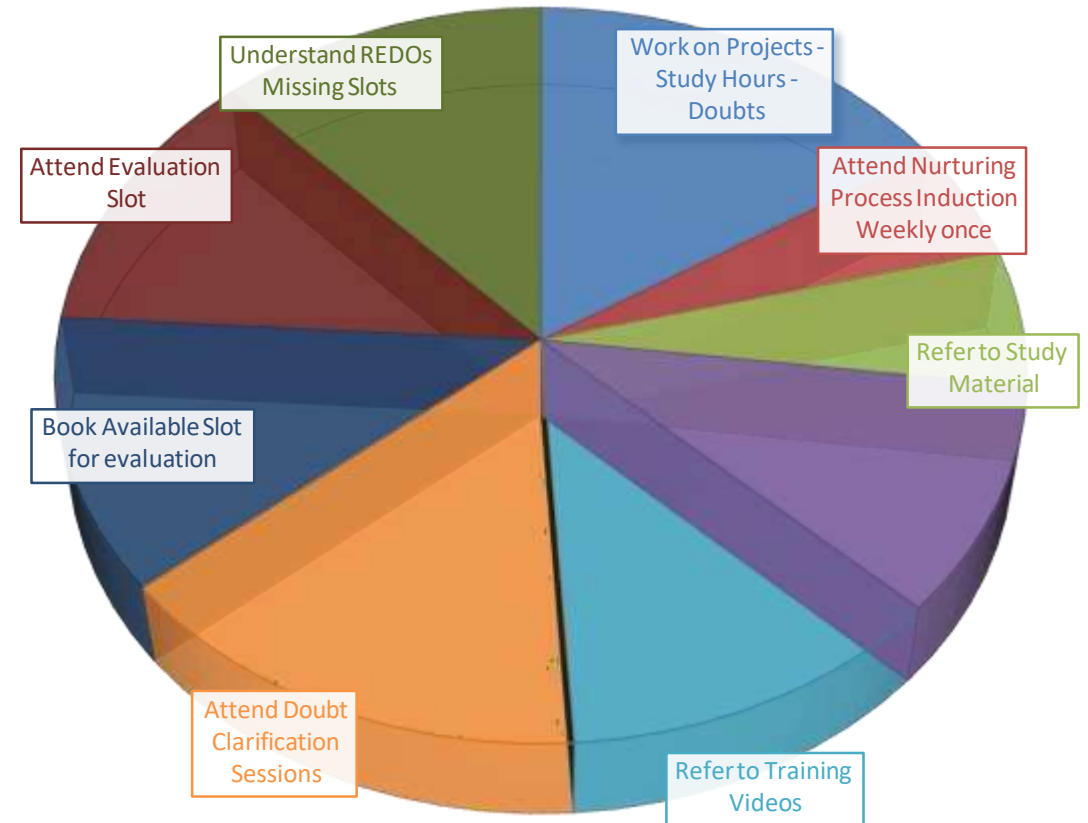
During Nurturing stages

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



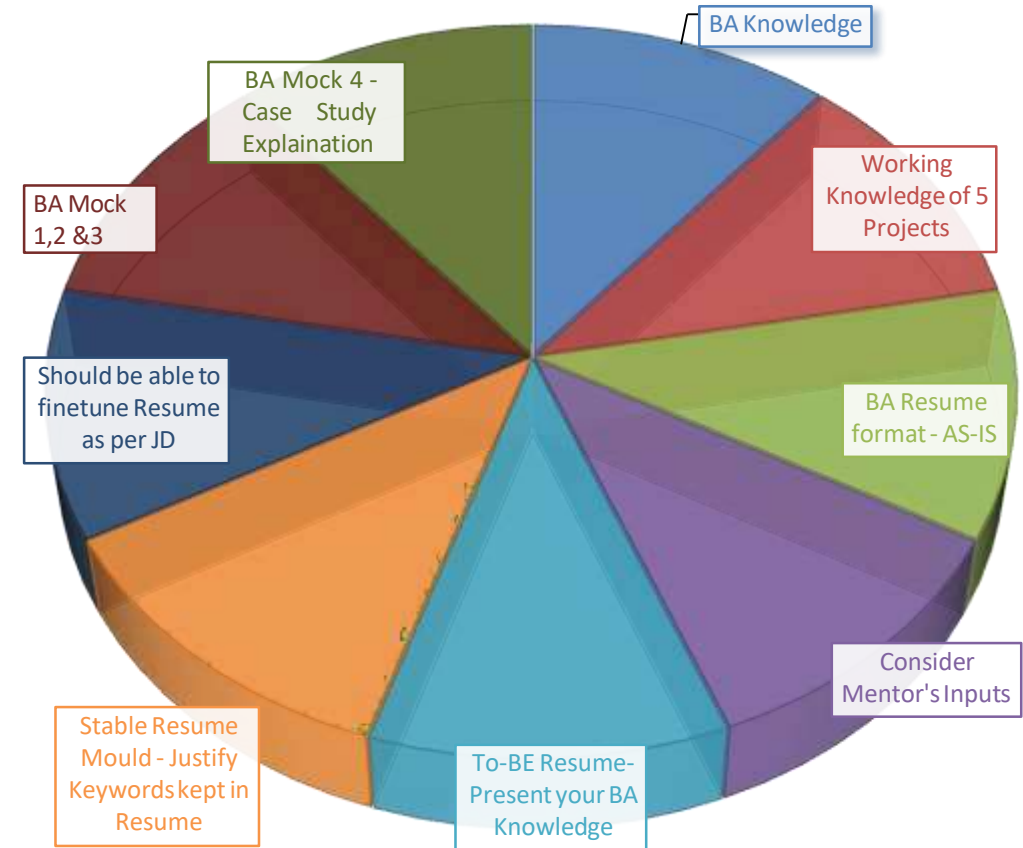
While working on Projects

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 TRAINING VIDEOS click on Theory classes , student can access standard training videos from this tab.



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

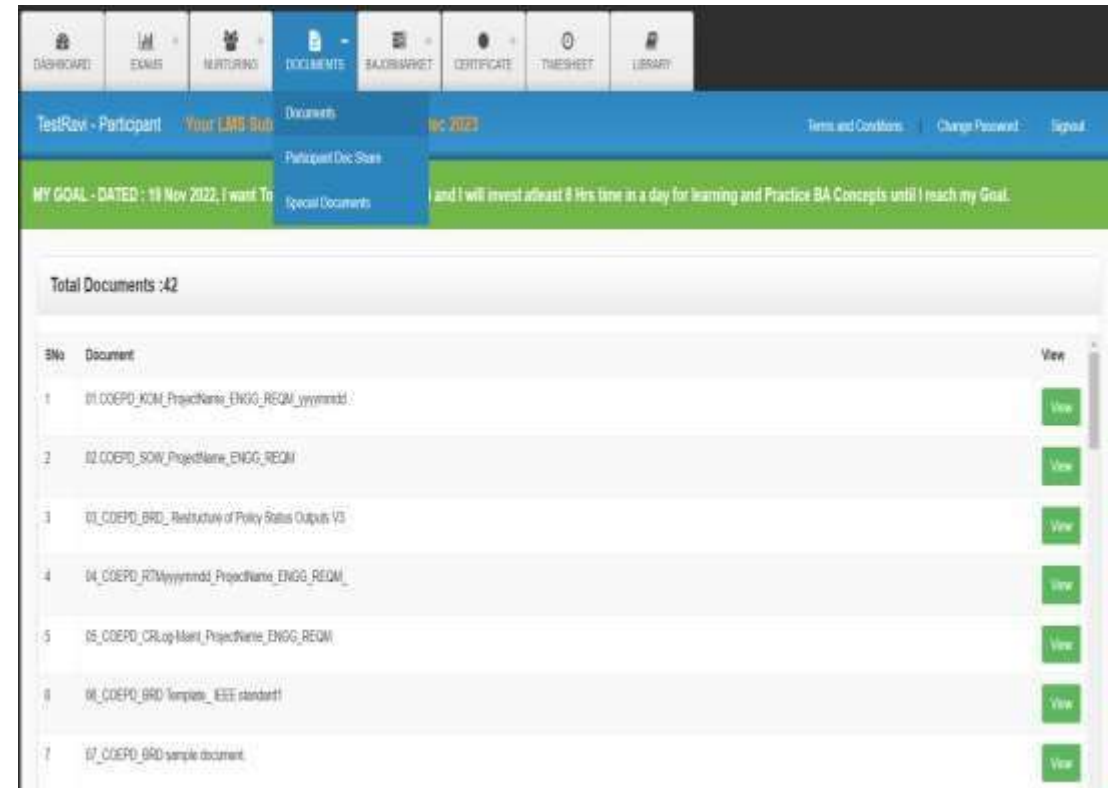
This section has **important documents** that a BA would need which includes

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

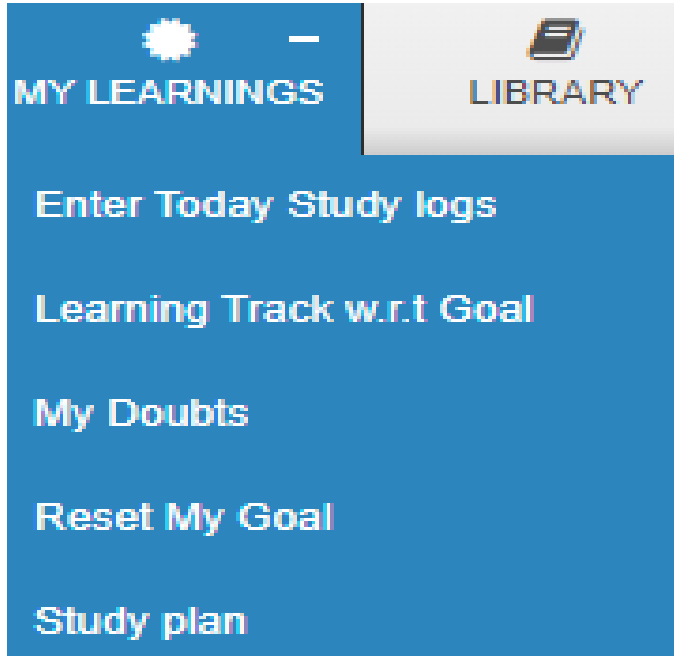
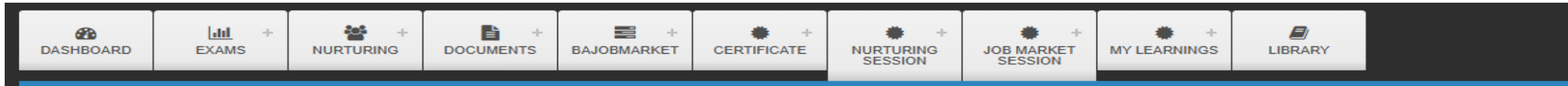
The participant can **view and download** these templates whenever they needed.

Link:

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



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: https://www.youtube.com/watch?v=g9j5SsZSo2c&t=47s | 45 minutes |

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

Today Time Sheet

Search

Find

Add New

➤ A participant can add doubts

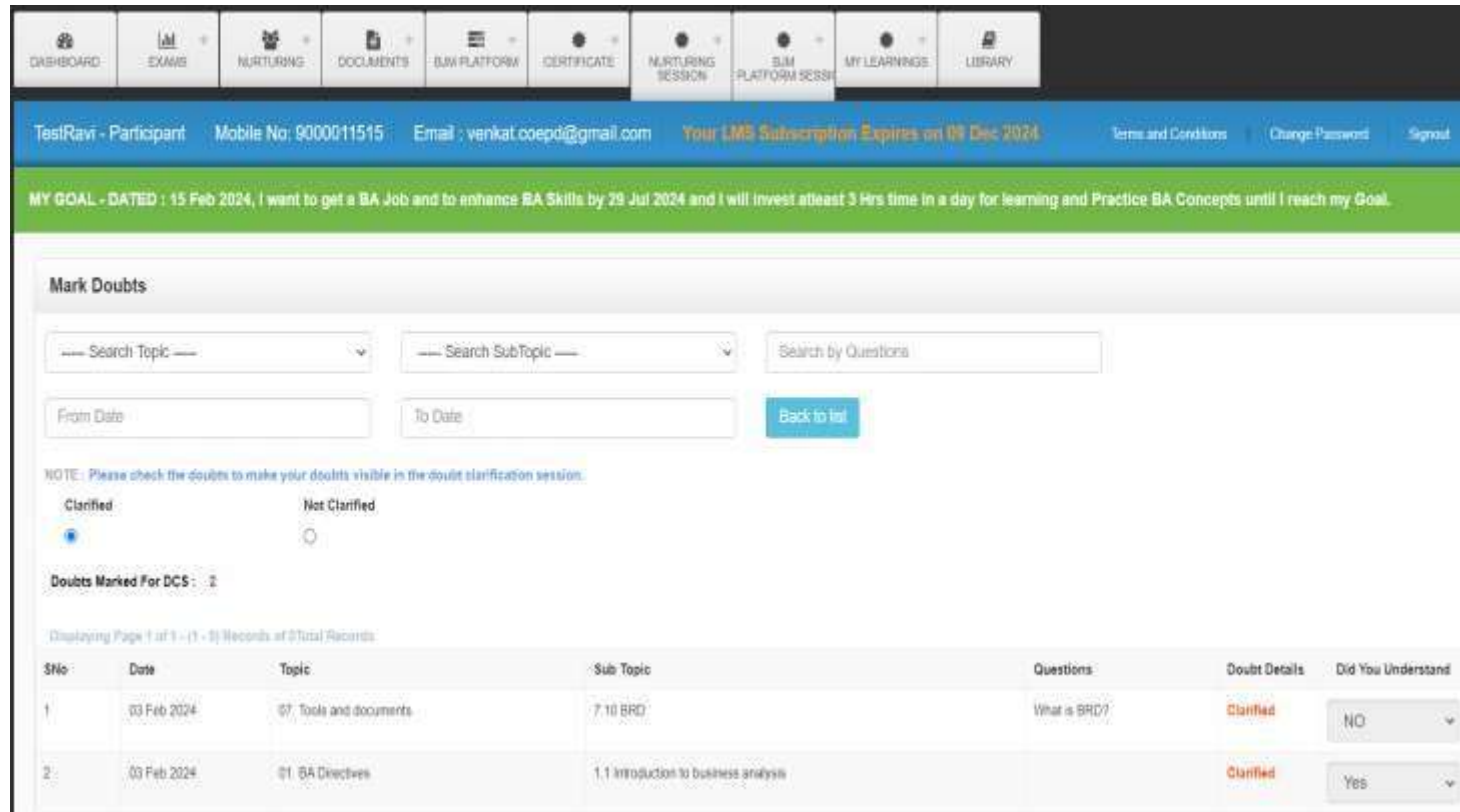
| | | | | | | | | | | |
|---|--------------|----------|----------|------------------|------------------|--|--|----------|--|------------|
| 2 | 23, Nov 2023 | 12:00 PM | 02:00 PM | 09. Case studies | case studies - 8 | Testing whether the sub topic time validation is applicable or not | | 02:00:00 | | Add Doubts |
|---|--------------|----------|----------|------------------|------------------|--|--|----------|--|------------|

➤ 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 | | 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 | | Add Doubts |

How to Confirm that the doubts has been Clarified:



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: Search SubTopic: Search by Questions

From Date: To Date: [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 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 | | | | |
|--|-------------|------------------------------|---|--|
| <div><div>Search Topic</div><div>Search SubTopic</div><div>Search by Questions</div></div> | | | | |
| 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 | fgfhbgfbgfnfgngf |
| 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? *

--Select Daily Time Investment--

By when you want to achieve it? *

Set Goal

Back To Slots

Under Reset goal,

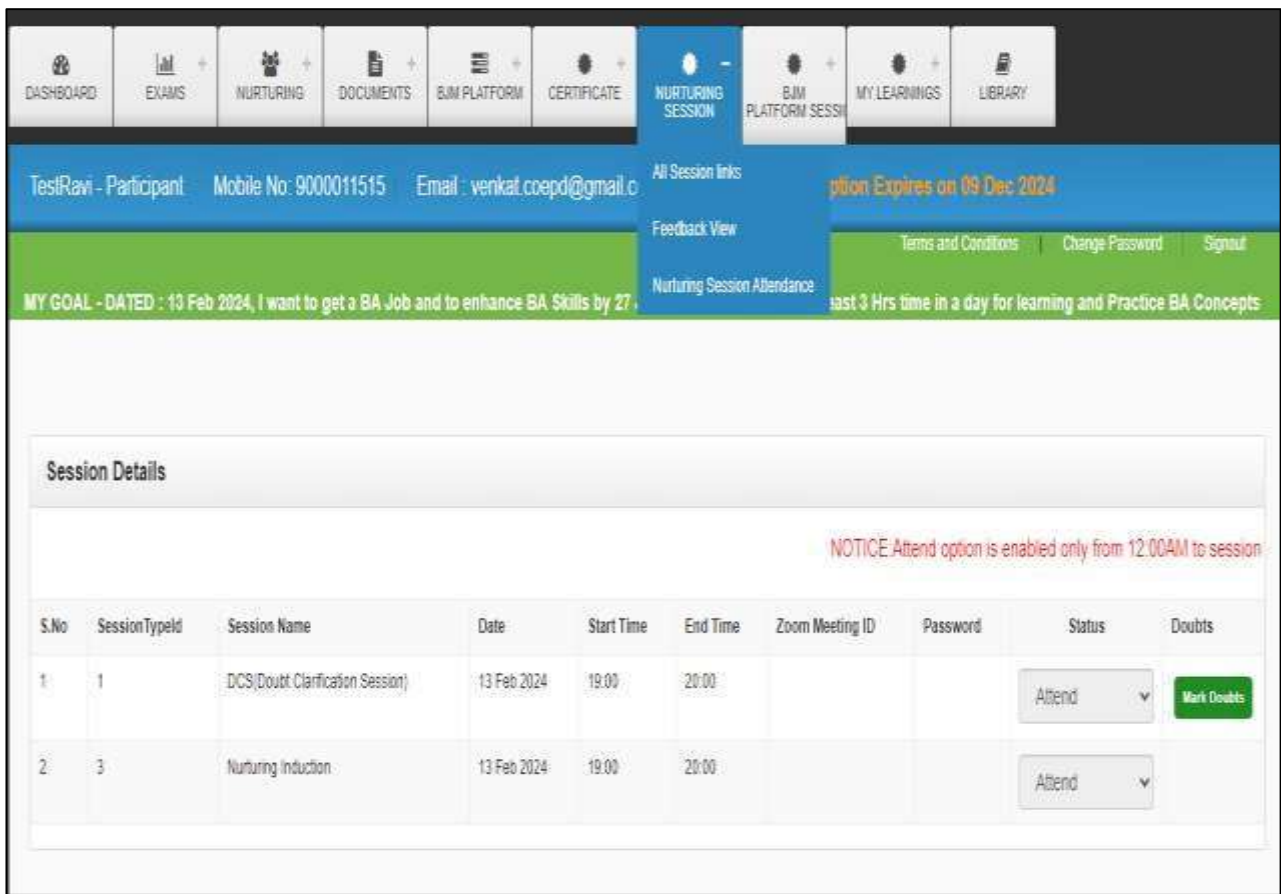
- A participant can set a new goal.
- A participant can view the previous changed goal dates.

| 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 the COEPD web portal interface. At the top, there are navigation tabs: DASHBOARD, EXAMS, NURTURING, DOCUMENTS, BIM PLATFORM, CERTIFICATE, NURTURING SESSION (active), BIM PLATFORM SESSION, MY LEARNINGS, and LIBRARY. Below the tabs, a user profile section displays 'TestRavi - Participant', 'Mobile No: 9000011515', and 'Email: venkat.coepd@gmail.com'. It also shows 'All Session links' and a 'Feedback View' button. A green banner at the bottom of the header area contains the text 'MY GOAL - DATED : 13 Feb 2024, I want to get a BA Job and to enhance BA Skills by 27%' and 'Nurturing Session Attendance last 3 Hrs time in a day for learning and Practice BA Concepts'. The main content area is titled 'Session Details' and contains a table with session information. A red notice at the top of the table states: 'NOTICE: Attend option is enabled only from 12:00AM to session'. The table has columns for S.No, SessionTypeid, Session Name, Date, Start Time, End Time, Zoom Meeting ID, Password, Status, and Doubts. Two sessions are listed: 1. DCS(Doubt Clarification Session) on 13 Feb 2024 from 19:00 to 20:00, and 2. Nurturing Induction on 13 Feb 2024 from 19:00 to 20:00. Both sessions have an 'Attend' button in the Status column and a 'Mark Doubts' button in the Doubts column.

| 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

DASHBOARD

EXAMS

NURTURING

DOCUMENTS

BJM PLATFORM

CERTIFICATE

NURTURING SESSION

BJM PLATFORM SESSION

MY LEARNINGS

LIBRARY

TestRavi - Participant | Mobile No: 9000011515 | Email : venkat.coepd@gmail.com | Your LMS Subscription Expires on 09 Dec 2024

- 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

DASHBOARD

EXAMS

NURTURING

DOCUMENTS

BJM PLATFORM

CERTIFICATE

NURTURING SESSION

BJM PLATFORM SESSION

MY LEARNINGS

LIBRARY

TestRavi - Participant | Mobile No: 9000011515 | Email : venkat.coepd@gmail.com | Your LMS Subscription Expires on 09 Dec 2024

WELCOME, TESTRAVI! (DATED: 11 Feb 2024, I want to get a BA Job and to enhance BA Skills by 27 Jul 2024 and I will invest around 2 hrs time in a day for learning and practice BA Concepts and I reach my Goal.

Session Details

5 sessions, your certificate will be updated

| S.No | Session Type | Session Name | Date | Start Time | End Time | Zoom Meeting ID | Payment | Status | Enroll |
|------|--------------|-----------------------------|-------------|------------|----------|-----------------|---------|--------|--------|
| 1 | 1 | COE Out Orientation Session | 11 Feb 2024 | 18:00 | 20:00 | | | Attend | Enroll |
| 2 | 2 | Nurturing Induction | 13 Feb 2024 | 18:00 | 20:00 | | | Attend | Enroll |

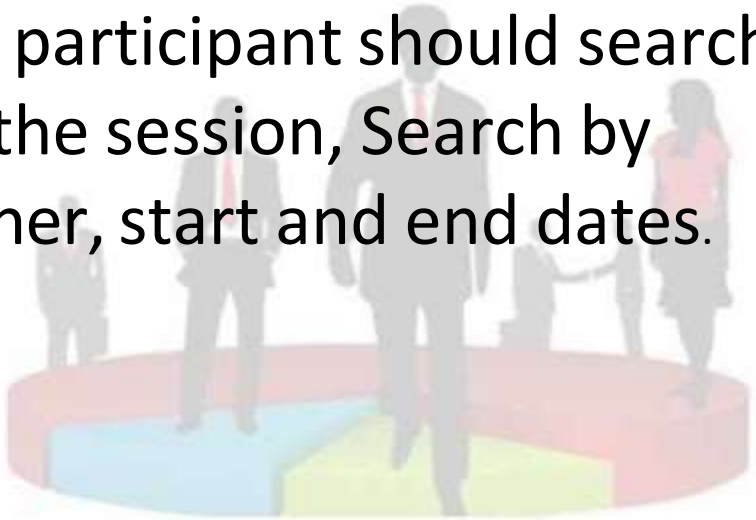
Upcoming Sessions

| S.No | Session Name | Date | Start Time | End Time | Zoom Meeting ID | Payment | Status |
|------|-----------------------------|-------------|------------|----------|-----------------|---------|--------|
| 1 | Nurturing Induction | 14 Feb 2024 | 07:00 | 08:00 | | | |
| 2 | COE Out Orientation Session | 14 Feb 2024 | 07:00 | 08:00 | | | |
| 3 | COE Out Orientation Session | 14 Feb 2024 | 09:00 | 10:00 | | | |

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.



DASHBOARDEXAMSNURTURINGDOCUMENTSBIM PLATFORMCERTIFICATENURTURING SESSIONBIM PLATFORM SESSIONMY LEARNINGSLIBRARY

TestRavi - Participant Mobile No: 9000011515 Email : venkat.coepd@gmail.com Your LMS Subscription Expires on 09 Dec 2024

Terms and Conditions Change Password Signout

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

Session Feedback Details

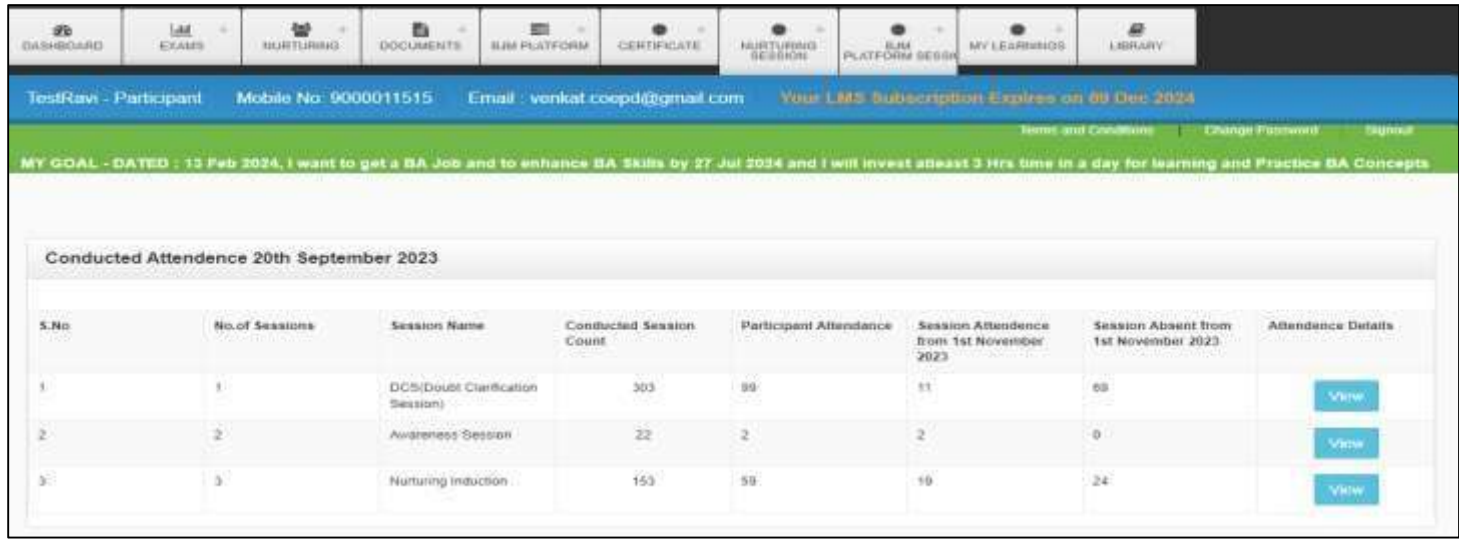
DCS(Doubt Clarification Session) Search by Trainer Search by Participant, N 01/02/2024 13/02/2024

| 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.



The screenshot shows a web dashboard for a participant. At the top, there are navigation tabs: DASHBOARD, EXAMS, NURTURING, DOCUMENTS, LMS PLATFORM, CERTIFICATE, NURTURING SESSION, LMS PLATFORM SESSION, MY LEARNINGS, and LIBRARY. Below the tabs, the user's profile is displayed: TestRavi - Participant, Mobile No: 9000011515, Email: venkat.coepd@gmail.com, and a subscription expiration date of 09 Dec 2024. A green banner below the profile contains the text: "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 "Conducted Attendance 20th September 2023" and contains a table with the following data:

| 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 | View |
| 2 | 2 | Awareness Session | 22 | 2 | 2 | 0 | View |
| 3 | 3 | Nurturing Induction | 153 | 59 | 19 | 24 | View |

| S.No | Session Name | StartTime | Date | Status | Feedback |
|------|----------------------------------|-----------|-------------|---------|--------------------------|
| 1 | DCS(Doubt Clarification Session) | 19:00 | 20 Jan 2024 | Present | Feedback |
| 2 | DCS(Doubt Clarification Session) | 19:00 | 19 Jan 2024 | Present | Feedback |
| 3 | DCS(Doubt Clarification Session) | 19:00 | 18 Jan 2024 | Present | Feedback |
| 4 | DCS(Doubt Clarification Session) | 19:00 | 19 Dec 2023 | Present | Feedback |

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

Submit

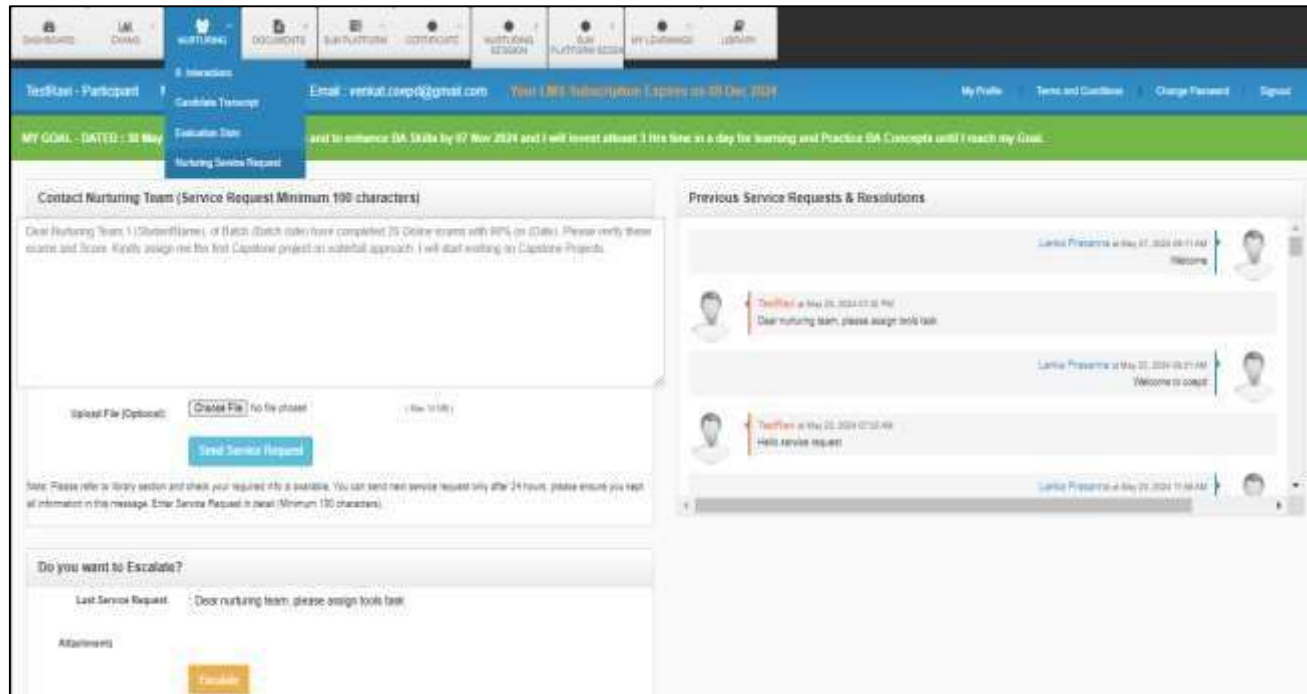
Back to DashBoard

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 Teamon: +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 form. It includes a header with navigation links like 'Dashboard', 'LMS', 'Nurturing', 'Documents', 'Subscriptions', 'Certificates', 'Nurturing Session', 'Nurturing Tools', 'WFL Downloads', and 'Logout'. The user is logged in as 'Participant' with email 'venkat.coepd@gmail.com'. The form has a 'MY GOAL - DATED: 30 May' section and a 'Nurturing Service Request' section. The request text area contains: 'Dear Nurturing Team, I (Student Name) of Batch (Batch name) have completed 75 Online course with 90% on (Date). Please verify these scores and Score. Kindly assign me the first Capstone project as a subtask approach. I will start working on Capstone Projects.' Below the text area is a 'Send Service Request' button. To the right, there is a 'Previous Service Requests & Resolutions' section showing a list of past requests with dates and status.

- 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.

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.

Pass percentage:

Online Exams - 90%

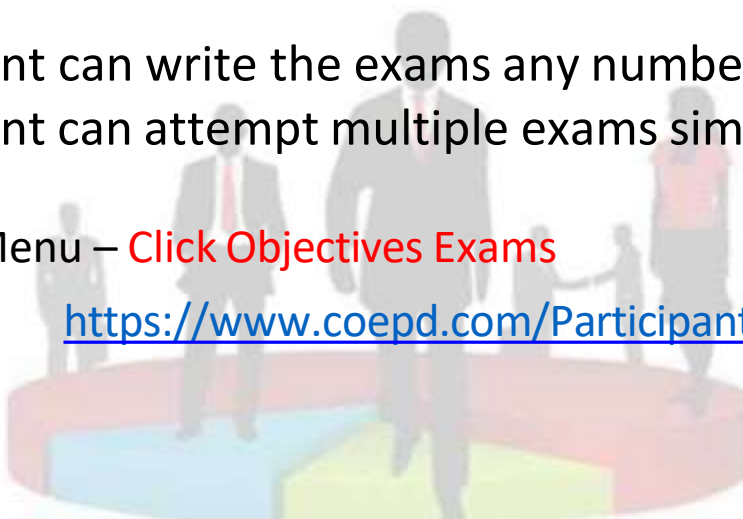
Project Evaluations -60%

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

DASHBOARD

EXAMS

NURTURING

DOCUMENTS

BAJOBMARKET

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 Concepts until I reach my Goal.

Nurture Dashboard

PREPARATION

0/2

View Details

REVISION

0/ 26

View Details

CAPSTONE PROJECTS

0/3

View Details

DASHBOARD

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Nurturing Revision Report

Pending/Evaluated

Approved

Pending/Evaluated

Click To Browse 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 | 03 Business Analyst Prep - VII | 25 |
| 4 | TestRavi | 262193 | Business Analyst Prep | 23 Prioritization and Validation | 25 |
| 5 | TestRavi | 236541 | Business Analyst Prep | 05 Business Analyst Prep - V | 25 |
| 6 | TestRavi | 251329 | 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 | 297955 | Business Analyst Prep | 28 Requirements I | 25 |
| 11 | TestRavi | 221799 | Business Analyst Prep | 14 Use Cases | 25 |

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DOCUMENTS

BJM PLATFORM

CERTIFICATE

NURTURING SESSION

BJM PLATFORM SESSION

MY LEARNINGS

LIBRARY

Objective Exams

TestRavi - Participant | Mobile No: 9000011515 | Email: venkat.coepd@gmail.com | Your LMS Subscription Expires on 09 Dec 2024

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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 | Take Exam |
| 2 | 13 Object Oriented Approach | Take Exam |
| 3 | 15 Activity Diagrams | Take Exam |
| 4 | 16 Sequence Diagrams and Domain Modeling | Take Exam |
| 5 | 24 MS Visio / Rose | Take Exam |
| 6 | 25 Axure/Balsamiq | Take Exam |
| 7 | 26 Supporting Tools | Take Exam |

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 | Review |
| 2 | 01 Business Analyst Prep - I | 25 May 2024 | 07:33 PM | 07:33 PM | 0 | Review |
| 3 | 17 UAT | 20 May 2024 | 11:40 AM | 11:44 AM | 0 | Review |
| 4 | 06 Business Analyst Prep - VI | 27 May 2024 | 08:38 PM | 08:40 PM | 0 | Review |
| 5 | 02 Business Analyst Prep - II | 20 May 2024 | 11:32 AM | 11:44 AM | 0 | Review |
| 6 | 18 StakeHolder Analysis I | 03 May 2024 | 06:24 PM | 11:44 AM | 0 | Review |
| 7 | 22 Requirement Elicitation Techniques | 11 May 2024 | 07:39 PM | 11:44 AM | 0 | Review |

How to review - Online Exam

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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:

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0 Interactions

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MY GOAL - DATED : 19 Nov

Evaluation Slot

Nurturing Slot

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.

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 | Action |
|-----|-------------|----------|--------------------|----------------------|----------------------|----------------------|-------------|-----------|---------------|-------------|----------------------|---------|-----------------------------|----------------------|-------------|-------------|-------|---------------------------|
| 1 | TestRavi | Pune | Tools Installation | View | View | 18 Jun 2023 10:51 AM | 19 Jun 2023 | | | | 04 Jul 2023 07:29 PM | Pending | Pravika Poddakapala | 05 Jul 2023 09:31 AM | | | 1 | Slot Done |
| 2 | TestRavi | Pune | Proj Prep 1 Case | View | View | 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 | Slot Done |

Displaying Page 1 of 1

Step-2 : Click on the slot booking option

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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 | Act |
|-----|-------------|----------|--------------------|----------------------|----------------------|----------------------|-------------|-----------|---------------|-------------|----------------------|---------|-----------------------------|----------------------|-------------|-------------|-------|------------------------------|
| 1 | TestRavi | Pune | Tools Installation | View | View | 18 Jun 2023 10:51 AM | 19 Jun 2023 | | | | 04 Jul 2023 07:29 PM | Pending | Pravalka Peddakapula | 05 Jul 2023 09:31 AM | | | 1 | Slot Booking |
| 2 | TestRavi | Pune | Proj Prep 1 Case | View | View | 12 Jun 2023 03:33 PM | 12 Jun 2023 | | | | 28 Jun 2023 06:37 PM | Pending | M. Ysgendra Srinivas Mekala | 29 Jun 2023 10:22 AM | | | 1 | Slot Booking |

Displaying Page 1 of 1

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

Stage Task

Attachments

Evaluator Comments

Status

Target Date

Select Slot Date

Select Slot

Upload Answer Sheet

Sheet (Max 10 MB)

Book Evaluation Slot

Back to list

Sep 2022

Su

Mo

Tu

We

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1

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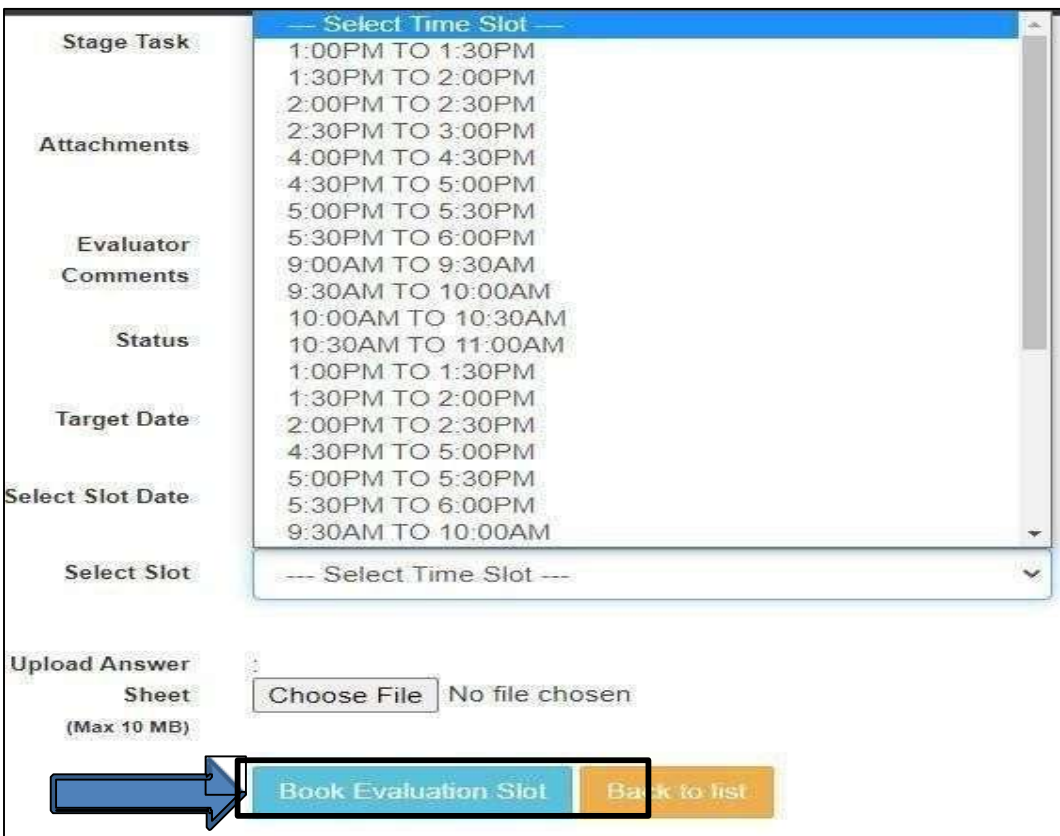
03/09/2022

--- No Time Slots Available - Try Next Day ---

Choose File

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

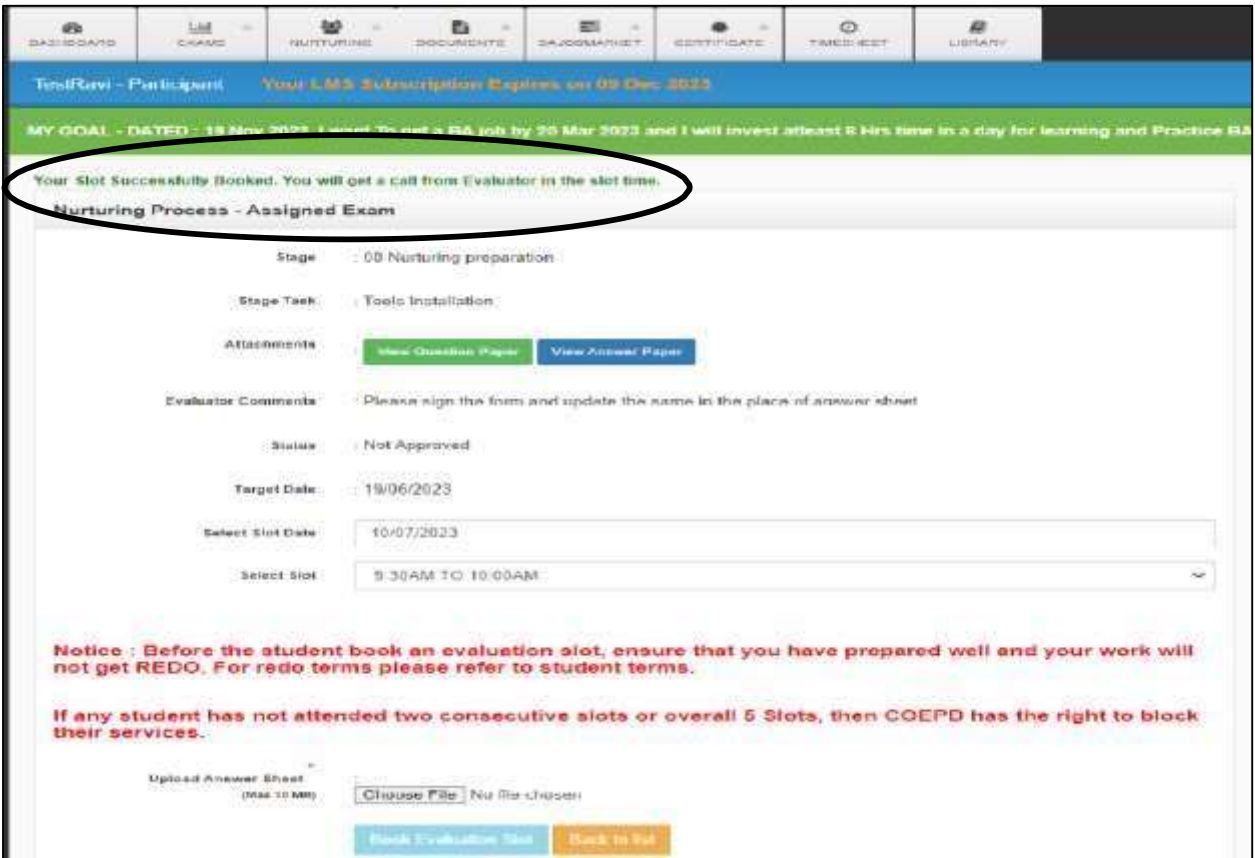


The screenshot shows a web interface with a sidebar on the left containing labels: Stage Task, Attachments, Evaluator, Comments, Status, Target Date, Select Slot Date, Select Slot, Upload Answer Sheet, and a file upload button. The main area features a dropdown menu titled 'Select Time Slot' with a list of time slots. A blue arrow points to the 'Book Evaluation Slot' button at the bottom.

| Time Slot |
|--------------------|
| 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 |

Buttons: Book Evaluation Slot, Back to list

Step-5: You will get slot confirmation notification



The screenshot shows a confirmation page titled 'Nurturing Process - Assigned Exam'. A black circle highlights the message: 'Your Slot Successfully Booked. You will get a call from Evaluator in the slot time.' Below this, the page displays details for the exam preparation, including stage, task, attachments, evaluator comments, status, target date, and selected slot. At the bottom, there are buttons for 'Book Evaluation Slot' and 'Back to list'.

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

Details:

- 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

Buttons: 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 | View | View | 19 May 2022 06:07 PM | 21 May 2022 | 04 Sep 2022 | 01:30 PM | 02:00 PM |

College Internship | COEPD 84 | Search results - venia@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

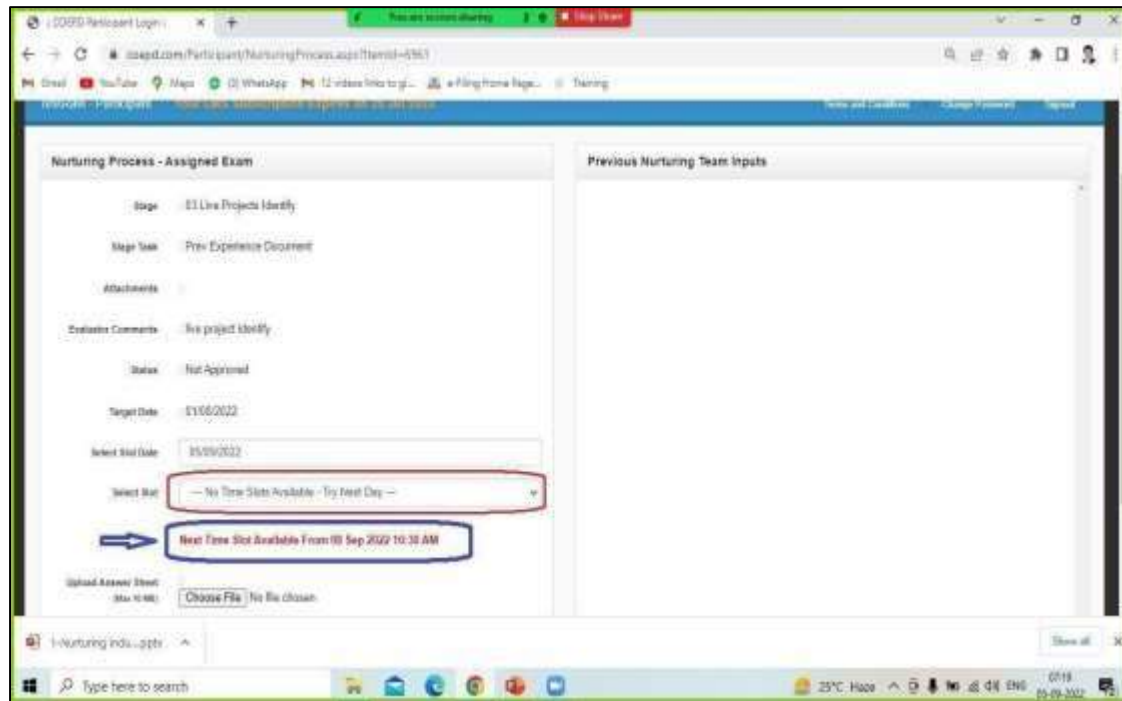
Previous Nurturing Team Inputs

Venilal R. P at Sep 01, 2022 09:04 PM
Testing for code

Venilal R. P at Sep 01, 2022 09:04 PM
Testing for code

- ✓ 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:

Stage Task : 13

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

Evaluator Comments : Testing

Status : Not Approved

Target Date : 21/05/2022

Select Slot Date : 08/09/2022

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

Please raise Service Request to release next batch of slots ...

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 allActivities
- 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.

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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 | Action |
|-----|-------------|----------|--------------------|----------------------|----------------------|----------------------|-------------|-----------|---------------|-------------|----------------------|---------|-----------------------------|----------------------|-------------|-------------|-------|---------------------------|
| 1 | TestRavi | Pune | Tools-Installation | View | View | 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 | Slot Book |
| 2 | TestRavi | Pune | Proj Prep-1 Case | View | View | 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 | Slot Book |

Displaying Page 1 of 1

| Nurturing process stages | | | | | | |
|-----------------------------|---|--|-------|------------------------|----------------------|----------|
| Nurturing Process Stages | Tasks | Explanations | Score | Weightage/ Progress | Time Frame (Days) | IIBA |
| Nurturing Preparation | Tools Installation | Request for Tools to be installed - MS visio, Axure and Balsamiq | 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 | Project Prep 1 - Part 1 | Waterfall Case study with 44 Questions | 60% | 5% | 3 | 2 PD Hrs |
| | Project Prep 1 - Part 2 | | 60% | | | |
| | Project Prep 1 - Part 3 | | 60% | | | |
| | Project Prep 2 | Scrum Casestudy with 17 Questions | 60% | 5% | 2 | 2 PD Hrs |
| | Project Prep 3 - Part 1 | Over View of Business Analysis Concepts with 38 Questions | 60% | 5% | 2 | 2 PD Hrs |
| | Project Prep 3 - Part 2 | | 60% | | | |
| Live Project Identification | Mentor Discussion | Identify 1 Waterfall and 1 Agile Project from the current Resume | 60% | 5% | 1 | - |
| Waterfall Project | Waterfall Scope PPT | The participant needs to prepare a PPT with minimum 10 slides based on that template given | 60% | 18% | 7 | 9 PD Hrs |
| | Waterfall Deliverables Part 1: Waterfall Project BA Implementation - Business case, Diagrams, BRD, FS | 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 | The Participant should prepare his own document based on the template given | 60% | | | |
| Agile Project | Agile Scope PPT | The participant needs to prepare a PPT with minimum 10 slides based on that template given | 60% | 14% | 5 | 5 PD Hrs |
| | Agile Delliverables | The Participant should prepare his own document based on the template given | 60% | | | |

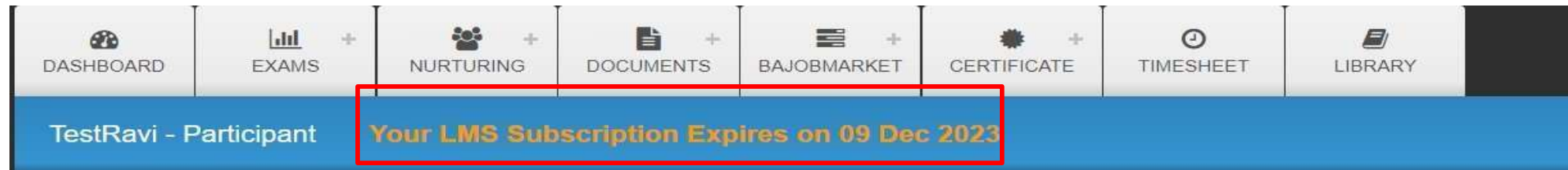
| Nurturing Process Stages | | | | | | |
|--------------------------|-----------------------------|--|-----|------|---------|-----------|
| BA Exposure | Blogs & Forums Introduction | Explanation on Blogs & Forums | 60% | - | - | - |
| | Blogs 2 | Write 2 Blog topics assigned only on BA Concepts. | 60% | 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 Provided by COEPD | Documents to Upload by COEPD | Assigned by |
|-----------------------------|--|-----------------------------|--|----------------|
| Nurturing Preparation | Tools Installation | Tools consent Form | Signed Tools Consent Form | Nurturing Team |
| BA Concepts Revision | 26 Online Objective Exams | None | None | Nurturing Team |
| Capstone Projects | Project Prep 1 - Part 1, Part 2, Part 3 | Question Papers | Completed Answer Sheet | Nurturing Team |
| | Project Prep 2 | Question Papers | Completed Answer Sheet | Mentors Team |
| | Project Prep 3 - Part 1, Part 2 | Question Papers | Completed Answer Sheet | Mentors Team |
| Live Project Identification | Mentor Discussion | None | Current resume | Mentors Team |
| Waterfall Project | Waterfall Scope PPT | PDF Template | PPT With 9 - 10 Slides | Mentors Team |
| | Waterfall Deliverables Part 1 | PDF Template | Completed Answer Sheet | Mentors Team |
| | Waterfall Deliverables Part 2 | PDF Template | Completed Answer Sheet | Mentors Team |
| Agile Project | Agile Scope PPT | PDF Template | PPT With 9 - 10 Slides | Mentors Team |
| | Agile Deliverables | PDF Template | Completed Answer Sheet | Mentors Team |
| BA Exposure | Blogs & Forums Introduction | None | Empty Word Document | Mentors Team |
| | Blogs 2 | Blog Topics | None | Mentors Team |
| | Forums 20 | None | Completed Answer Sheet | Mentors Team |
| BA Mocks | BA Mock 1 - Waterfall Concepts | None | Current resume | Mentors Team |
| | BA Mock 2 - Agile Concepts | None | Current resume | Mentors Team |
| | BA Mock 3 - Technical Concepts | None | Current resume | Mentors Team |
| | BA Mock 4 Case Study | Question Paper | Completed Answer Sheet | Mentors Team |
| Resume | AS IS Resume Preparation | Sample resume | Current resume | Mentors Team |
| | TO BE Resume Preparation | None | Refine Resume as per the Sample Resume | Mentors Team |
| | Stable Resume Mold | None | Student's Finalized Resume | Mentors Team |

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.
- 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 Email, 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 Youtube 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