

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 Mar 2025. For the latest document, please refer document No: 32 in the document section of the portal.

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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	By loarning and rovising the concepts practically
concepts?	by learning and revising the concepts practically
How will you acquire knowledge to	By working on the various case studies, tasks
work on the various projects?	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.

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Checklist of Nurturing Process

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



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During Nurturing stages

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

Refer to point 6 -> session links and give feedback

11. <u>Write</u> Online Exams



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While working on Projects

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



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During BA Mocks & Resume preparation

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



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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. Tocheck 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. Tocheck 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.

Tools Installation
 Stndrd Training
 Videos Access

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COEPD Education Channel in You Tube

- 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

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3. You Tube Channel access

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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

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MY GOA	L - DATED ; 11	Nov	2022, i wast To	Recall Docum	ns I	nd I will invest	atleast 8 Hrs. G	ne in a day for i	earning and Practice BA Concepts until I reach my Goal.		
Total	Documents	42									
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4. Study Material

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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.

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- Under <u>Study Plan</u>,
- A student can view the list of topics, sub topics, Reference URL if any and maximum study time alloted.
- A student can either click on the links or refer to the standard YouTube videos.

SNo	Торіс	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

5. Goal - Study Hours entry -Doubts Entry

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> 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

Doubts Entry

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

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SNo	Date	Start Time	EndTime	Торіс	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: <mark>1</mark> 0:00		Add Do
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 Do



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How to Confirm that the doubts has been Clarified:

BBOARD	<u>LM</u> + EXM/6	HURCTURING	COCUMENTS	BE - BAN PLATFORM	CERTIFICATE	N.RT.RNG IESSION P	BIM ATTORN SESSI	MY LEARNINGE					
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Y GOAL	DATED : 15 Feb	2024, I went to ge	et a BA Job a	ind to enhance A	IA Skille by 29 J	ul 2024 and I wil	l invest atlea	t 3 Hrs time In	a day for learni	ng and Practice	BA Concepts until I reac	h my Goal.	8
Mark D	oubts												
St	arch Topic —			Search SubTo	pic —	1	Search b	Questions					
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- 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.

5. Goal - Study Hours entry -Doubts Entry

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- 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	-

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Under <u>My doubts</u>, \geq

- A participant can search the doubts raised by search topic and search sub topic from the drop down list ۲
- A participant can also search by the questions ۰
- A participant can view all the questions raised earlier as well. ۲

1	Search Topic	✓ Search S	ubTopic Search by Questions	
No	Date	Торіс	Sub Topic	Questions
	23 Nov 2023	21. BA Mock 2	Understand the Concepts	Understand the Concepts 21. BA Mock 2
	22 Nov 2023	22. AS-IS Resume preparation	Prepare a BA resume based on the sample resume provided	Will this really Work?
	21 Nov 2023	09. Case studies	case studies - 8	fgfhbgfbgfnfgngf
	21 Nov 2023	09. Case studies	case studies - 8	rgrghbthbthreh
	21 Nov 2023	15. Waterfall deliverables	Functional specifications	Testing with date filters in asp.net web forms



Cha	nged Set Goa				
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.



Back To Slots

Set Goal

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6. Sessions Links

- Attendance



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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.
- Tomaximize the effectiveness of Doubt Clarification Sessions, participants are encouraged to review the relevant PDF material.

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BA Conc	ing and Practic	time in a day for	iast 3 Hrs	unung osarun	uills by 27	to enhance BA	get a BA Job an	eb 2024, I want to	AL - DATED : 13 Fe	GOA
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VAM to se Doubts	d only from 12 0 Status	Attend option is e Password	NOTICE J Zoom Meeting ID	End Time	Start Time	Date		Session Name	sion Details SessionTypeld	Sess .No
AM to see Doubts Vari Dou	d only from 12.0 Status tend +	Attend option is e Password	NOTICE J Zoom Meeting ID	End Time 20:00	Start Time 19:00	Date 13 Feb 2024	cation Session)	Session Name DCS(Doubt Clart	Session TypeId	Sess .No

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Nurturing Induction Sessions and Weekly Awareness Sessions

DASHBOARD	EXAMS +	+ NURTURING	DOCUMENTS	BJM PLATFORM	CERTIFICATE	NURTURING SESSION	BJM PLATFORM SESSIO	+ MY LEARNINGS	LIBRARY	
TostRavi - I	Participant	Mobile No: 900	0011515 E	mail : venkat.c	oepd@gmail.c	om Your L	MS Subscript	on Expires o	n 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

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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.

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GOA	L - DATED : 13 Feb 2	1824, I wan	it to g	jet a BA .	lob and	to enhance	BA Skills by 21	7 Jul 2024 and	l will inve	t atlea	st 3 Hrs time in	a day for lea	irning an	d Practice BA Co
Sess	ion Feedback Deta	ails												
Sess	ion Feedback Deta	iils Session)	~	Sez	erch ty '	Trainer	Search t	y Participant, V	01	02/202	4	13/02/2	024	
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Sess DC No	ion Feedback Deta S(Doubt Clarification S Session Name DCS(Doubt Clarification	sils Session) Session)	v 1 2	Sea Date	arch by Zo 1 831	Trainer om Meeting Id 7 0461 0610	Search t Start Time 19:00	ty Participant,W Participant TestRavi	01 Nobile 900001151	02/202- Fi 5 G	t eedback ood session#	13/02/24	324	Session Trainer Polam Bharath Ku
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Nurturing session attendance

Under <u>Nurturing session</u> <u>attendance</u>,

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.

20 MASHROMAD	Lan + Exam		DOCUMENTS BUM P	сентини	NURTVENG	PLATFORM SESSIO	MV LEARNINGS	LIBRARY	
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r GOAL - D	ATED : 15 Peb	2024, I want to	pet a BA Job and to e	mhance BA Skills b	y 27 Jul 2034 and 11	will invest allea	et 3 Hrs time in	a day for learning	and Practice BA Concept
Conduct	ed Attendence	e 20th Septem	ber 2023						
5.No	Rio.c	of Sessions	Session Name	Conducted Sesain Count	on Participant All	fendance Sessi from 1 2023	in Attendence st November	Session Absent from 1st November 2023	m Attendence Details
8	8.1		DC5(Doubt Clarificatio Secsion)	an 303	99	83		60	(Marwi)
2	2		Awateneos Session	22	2	2		0	Marxw
6			Nurturing Induction	150	50	10		24	WHIW:
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.No	Session Name	StartTime	Date	Status	Feedback
	DCS(Doubt Clarification Session)	19:00	20 Jan 2024	Present	FeedBack
	DCS(Doubt Clarification Session)	19:00	19 Jan 2024	Present	FeedBack
	DCS(Doubt Clarification Session)	19:00	18 Jan 2024	Present	FeedBack
	DCS(Doubt Clarification Session)	19:00	19 Dec 2023	Present	FeedBlack

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Nurturing session attendance

Edit Session Details					
Participant	TestRavi			~]
Session Name	DCS(Doubt Cla	rification Se	ession)	~	
Session Date	2024-01-20]
Mobile	9000011515]
Zoom meeting ID	837 0461 0610		Time	19:00]
Feedback					
					8
		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.

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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

	AND THE REPORT OF A DESCRIPTION OF A DES
GORL - DATTE - 10 May Freedom Date	n line in a day for livening and Practice DA Concepts and I'r each my Gran.
Contact Nurturing Town (Service Request Minimum 190 characters)	Previous Service Requests & Resolutions
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Do you want to Escatute?	
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https://www.coepd.com/Participant/ ServiceRequest.aspx

- 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.

7. Service Requests -Escalations

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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)

Pass percentage:

Online Exams - 90%

Project Evaluations -60%

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.

7. Service Requests -

Escalations

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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

8. Online Exams

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How to start, review and retake the online 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.

8. Online Exams

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8. Online

Exams



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Online Exams Guidelines - Option 2



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TestRavi -	Pathopant	Your LANT Subarriphie	e Elgines ill' 40 Dis		1			
MY GOAL -	DATED : 19 Nov	2022, I want To get a 64	4 job by 29 Mar 2923 a	ed I will invest	atheast # Hirs to	ne in a day for	learning and Practice B	3A Concepts until I reach my Goal.
-								
Nurturin	ng Revision Re	port		_				
Pandin	g/Evaluated		Click To Drowner All Exc	-				
Approv	red Relationed							
Ship	Parooquett.	Example	Category		Topi	é .		Tota/Guestions
3E	TestRavi	263366	Business Analyst Pr	NJ .	24 h	tS Visio / Rose		25
2	TedBan	282165	Business Analyst Pr	÷.	018	unnen Analyst Pr	apr∻ t	25
3	TestRavi	280438	Busiless Analyst Pr	ę.	08.8	unmens Analyst Pri	eși - VIII	23
4	TestRavi	262193	Busness Analyst Pr	9	25 P	contration and Val	Rithfor	15
5	TintRan	236841	Business Anaryst Pr	91	05 B	Lanness Analyst Pr	ep - V	3
4	TestRavi	251320	Business Analyst Pr	(P)	39.5	tekettolder Anslyn	6.11	25
35	TestRaw	221523	Business Analyst Pr	10	90.8	usiness Analyst Po	ep - X	25
4	TestRavi	238729	Examina Analyst Pr	φ	08 B	annen Änatyst Pr	ep - VI	25
5	TestRast	295277	Business Analyst Pr	φ.	28.5	apporting Tools		25
1D	TestRam	297965	Business Analyst Pr	9	20.9	equivements (25
ai -	TestRavi	221799	Business Analysi Pr	95)	14.0	ne Cases		25

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8. Online Exams

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How to review - Online Exam

DASHBOARD	EXAMS		DOCUMENTS	BAJOBMARKET	CERTIFICATE	O TIMESHEET	LIBRARY		
TestRavi -	Participant	Your LMS Sub	scription Exp	ires on 09 De	c 2023			Te	erms and Conditions Change Password Signout
MY GOAL	DATED : 19 Nov	2022, I want To	get a BA job b	y 20 Mar 2023 a	nd I will invest	atleast 8 Hrs tir	ne in a day for l	earning and Practice	BA Concepts until I reach my Goal.
Exam F	Review - Only W	/rong Answers	5						
SNo	Question			Your Answer		Hint			ReTake Exam Request
1	What is the main pu	irpose of creating R	TM?	timelines of the	project	Main purpos goals,Deterr project	e of creating RTM E nine the project dire	Determine the project ction,timelines of the	Enter Reson For Retake Exam
1	Total Questions							25	
2	Attempted Questions	5						1	
з	Non Attempted Ques	ations						24	
4	Correct Answers							0	
									Send Request

8. Online Exams

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Slide 5/5



Resume Finalization HR Mock

Slide 1/7

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

	MY GO	AL - DATE	D : 19 Nov	Evaluation			y 20 Mar 2	023 and	I will i	nvent alleast (S Hes time in	a day for les	rning an	d Practice B	A Concepts	untif I rear	:h my Goal	ļ	
	Nu	turing Pro	ocess - 81	ots Booki	ing Status	- Evalu	ation Slot	s											
	Exam Displaying Page 1 of 1			Pending/Evaluated		uated	*	Evaluat	o-d/Aqqii	loved By									
	5No	Participant	Location	Exam	Question Paper	Answer	Assigned Date	Target Date	Slot Date	SlotStartTime	SlotEnd Time	Completed On	Status	Evaluated By	Evaluated	Approved By	Approved On	Score	Action
	1	TestRavi	Pune	Toolu Installation	-	Sec.	10 Jun 2023 10 51 AM	10 Jun 2023				04 Jul 2023 07:29 PM	Pending	Provatika Poddaludpilia	05 Jul 2023 09 31 AM			ж.	tited to
	2	TemIFlavt	Pune	Pici Phip 1 Gaso	Mane	Column 1	12 Jun 2023 03:33 PM	12 Jun 2023				28 Jun 2023 06 37 PM	Pending	M Yogendria Smirivas Mekota	29 Jun 2023 10 22 AM			3	shirp
l	Dropher	map maps 1 of	H.		7 100				_									_	
	_	_				-													



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Step-2 : Click on the slot booking option

å KSHED	RD EXAMS	N.RTURIN	+ G DOCU	NENTS E	AVCBINAKE	T CERTIF	+ FICATE	(THE	0 Sheet L	BRARY								
estRa	wi - Participant	Your LMS I	Subserigió	int Sajin	5 (A	lec 2023								Terns an	Conditions	Charg	Passo	d Signed
YGO	AL - DATED : 19 No	v 2022, i wan	t To get a B	SA job by 2	0 Mar 2023	and I wil	linvest	atieast	8 Hrs time in	a day for lear	ming and Pr	actice B/	Concepts u	ntil I reach i	ny Goal.			
Nort	huring Process . 9	Slate Rookir	nn Statue .	. Fualuati	on Slote								_					
nun	annig riocess - c		iy atatus .	. PAqingn	UII GIUIS													
Ex	am		Pending/E	valuated	v	Evalua	ated App	roved B										
Displ	aging Pagé 1 of 1		_										-	-				
SNo	Participant	Location	Exam	Question Paper	Answer sheet	Assigned Date	Target Date	Slot Date	SlotStartTime	SlotEnd Time	Completed On	Status	Evaluated By	Evaluated On	Approved By	Approved On	Score	
15	TesRai	Pure	Tools Installation	Vex	Ver	18.Jun 2023 10.51 AM	19 Jun 2023				04 Jul 2023 07:29 PM	Pending	Pravalka Peddakapula	(5.)JJ 2023 (9:31,4M			1	Skit Booking
2	TesRai	Pure	Proj Prep 1 Case	View	Tex	12 Jun 2023 03:33 PM	12.Jun 2023				28 Jun 2023 (16:37 PM	Pending	M. Yogendra Srinivas Viekala	29 Jun 2023 10 22 AM			ť.	Skit Booking

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	o Se	р		~ 202	2	10	. 0
Attachments	Su	Mo	Tu	We	Th	Fr.	Sa
					ा	2	3
Evaluator Comments	4	5	6	7	8	9	10
Status	11	12	13	14	15	16	17
Status	18	19	20	21	22	23	24
Target Date	25	26	27	28	29	30	
elect Slot Date	03/09/2	022					
Select Slot	No 7	lime Slo	ts Availa	ble - Try	Next Da	y	
pload Answer Sheet	: Choose	File No	file cho	sen			
(Max 10 MB)							
	Book E	valuation	ı Slot	Back to	ist		

9. Projects Evaluation Slots

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65

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

	— Select Time Slot —		Concernation of American Street, Stree	a contractor and the second second
Stage Task	1:00PM TO 1:30PM		TersiRevi - Perlicipant Youtri.A	la automotipiton & gile
	1:30PM TO 2:00PM		MY GOAL - DATED - 18 May 2023 1	event To cert a BA job by 1
	2:30PM TO 2:30PM			
Attachments	4.00PM TO 4:30PM		Your Slot Successfully Booked. You will	If get a call from Evaluator
	4:30PM TO 5:00PM		Nurturing Process - Assigned	Exam
	5:00PM TO 5:30PM		Stage	: 00 Nurturing preparatio
Evaluator	5:30PM TO 6:00PM		52	8 W
Comments	9:00AM TO 9:30AM		Stage Teek	Tools Installation
4340.70030035025480	9:30AM TO 10:00AM		Attacoments	Marie Chinesiline Player
Statue	10:00AM TO 10:30AM		Electrometric and an electrometric and an electrometric and an electrometric and a second and a s	Constant of the owner of the owner of
Status	1:00PM TO 1:20PM		Evaluator Commente	Please sign the form a
	1:30PM TO 2:00PM		the second se	Not Astronomical
Target Date	2:00PM TO 2:30PM			Taxe obtaining
	4:30PM TO 5:00PM		Tarpet Date	11/06/2023
	5:00PM TO 5:30PM		Saturt Sint Date	10/07/2023
Select Slot Date	5:30PM TO 6:00PM			1.002//00000
	9:30AM TO 10:00AM	*	Select Sid	9 30AM TO 10 00AM
Select Slot	Select Time Slot	~		
	A		Notice : Before the studen	t book an evaluatio
			not get REDO. For redo ter	rms please refer to
Upload Answer	9 <u></u>		If any student has not atte	nded two consecut
Sheet	Choose File No file chosen		their services.	
(Max 10 MB)	17. 75		Upload Answer Sheet	
			(Maa 10 Map	Choose File No file ch
	Book Evaluation Slot Back to list			And Incident State
Projects				
rojecto		Ma halmad	12000 · Duefer	
aluation Slots	www.coond.com	we nelped	12000+ Protessi	onais to l

Step-5: You will slot confirmation notification

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in the slot tir

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List

B -

Stage	: 00 Nurturing preparation	
Stage Teek	Tools Installation	
Attainments	when Granitian Paper	
Evaluator Commenta	Please sign the form and update the same in the place of answer sheet	
Statute	Not Approved	
Tarpet Date	11/006/2023	
Select Slot Date	10/07/2023	
Select Sid	9 30AM TO 10 00AM	~ your work will
Select Side : Before the studen t REDO, For redo tel student has not atte services.	9 30AM TO 10 00AM t book an evaluation slot, ensure that you have prepared well and y rms please refer to student terms. nded two consecutive slots or overall 5 Slots, then COEPD has the	vour work will
Select Sid s : Before the studen at REDO, For redo tel student has not atte services. Upload Answer Shoat (Mas 10 MM)	9 30AM TO 10 00AM It book an evaluation slot, ensure that you have propared well and y rms please refer to student terms. Inded two consecutive slots or overall 5 Slots, then COEPD has the Chouse File No Rechosed	your work will right to block
Select Sid s : Before the studen at REDO, For redo ter student has not atte services. Upload Answer Sheet (Mai 10 Mm)	19 30AM TO 10 00AM t book an evaluation slot, ensure that you have prepared well and you must please refer to student terms. Inded two consecutive slots or overall 5 Slots, then COEPD has the Chouse File No Reschusen Bask to be	vour work will
Select Side : Before the studen th REDO. For redo tel student has not atte prvices. Optical Answer Shoet (Mais 10 MM)	3 JOAM TO 10 COAM toook an evaluation slot, ensure that you have propared well and y ms please refer to student terms. inded two consecutive slots or overall 5 Slots, then COEPD has the Cliquese File Nor Reschasen Back In Tech	vour work will



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

Step-7: Option for submitting new answer sheet





- 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.

Ston-8.

✓ 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.

Ston_Q.

Water and the second se	 Desterioner (Conductor) Control (Conductor) 	Attaciments	View Question Paper View Answer Paper
Nurturing Process - Assigned Exam	Previous Nurturing Team Inputs		
tage EI Live Projects Identify		Evaluator	: Testing
Mape task Prev Experience Counterest		Comments	
Attachments		Status	Not Approved
Productor Community . Non product in body		CECCARDO	
		Target Date	-21/05/2022
anana un dinunt		Target Date	. 21/03/2022
Terger Tinle 11106/2022		Calaat Clat Data	00/00/2022
Surier Star Date 15/09/2022		Select Slot Date	08/09/2022
Sevent Not - No Time State Available - Try Inten Day - *		Calcat Clas	
Next Time Stat Analastis From 10 Sep 2002 10:38 AM		Select Slot	No Time Slots Available - Try Next Day V
Spinal Assess Dent			
Marken Chome File No file chose			Please raise Service Request to release next
E +Nutureg indusptir A	Box all X		batch of slots
👂 Nyse here to seamh 🛛 🙀 💼 😨 😨 🚳	2 25°C Hace ^ Q \$ 10 46 496 (5%) (5%)	545 SW #2055	



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

Stage	02 Capstone Project	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-
Stage Task	: Proj Prep 1 Case Part 1	quí
Attachments	View Question Paper View Answer Paper	Gande Shiva Rama Krishna at Jun 19, 2023 01:36 PM Testing
Evaluator Comments	sample	Gande Shiva Rama Krishna at Jun 13, 2023 12:11 PM Testing
Status	: Not Approved	Sweeya at Apr 20, 2023 02:27 PM
Target Date	a 12/06/2023	testing redo
Select Slot Date		Parise Praveena at Mar 31, 2023 01:24 PM Testing
Select Slot	· · ·	Manik Prabhu at Feb 20, 2023 10:15 AM testing for redo

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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.

NY GO	DAL - DATER) : 19 Nov	2022, I war	nt To get a	BA job b	y 20 Mar 2	023 and		nvest alleast (8 Hrs time in	a day for les	rning an	d Practice B/	Concepts	until I rea	ch my Goal	μ.	
Nu	rturing Pro	cess - SI	ots Booki	ng Status	- Evalua	ation Slot	s											
	Scium		P	ending/Eval	uated		Evaluate	id/Appi	ovied By									
(D)=(staying Page 1	14879		pproved	ualee													
SNo	Participant	Location	Exam	Question Paper	Answer	Assigned Date	Target Date	Slot Date	SiotStartTime	SlotEndTime	Completed On	Status	Evaluated By	Evaluated On	Approved By	Approved On	Score	A
a.	TestRavi	Pune	Tools Installation	Witne	Manne	18 Jun 2023 10:51 AM	19 Jun 2023				04 Jul 2023 07 29 PM	Pending	Pravalika Peddakapula	05 Jul 2023 09:31 AM			4	
2	TestRavi	Pune	Proj Prep 1 Case	Mene	Second 1	12 Jun 2023 03 33 PM	12 Jun 2023				28 Jun 2023 08:37 PM	Pending	M. Yogendra Sinivas Mekala	29 Jun 2023 10 22 AM			3	
(I))sipility	vino Page 1 of	(W)																



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		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	17		
BA Concepts Revision	26 Online Objective Exams	MCQ's with 26 exams and 25 questions in each exam	90%	13%	4	2 PD Hrs		
	Proj Prep 1 Case - Part 1		60%	5%	3			
Capstone Projects	Proj Prep 1 Case - Part 2	Waterfall casestudy with 44 questions	60%		2	2 PD Hrs		
	Proj Prep 1 Case - Part 3		60%		s	2		
	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	60%	5%	2	2 PD Hrs		
	Proj Prep 3 Case - Part 2	questions	60%	576	2	2101115		
Live Project Identify	Mentor Discussion	Discussion Identify 1 waterfall and 1 Agile project from the current resume. 60% 5%						
	Waterfall Scope PPT	A template will be provided. The participant should prepare his own document based on the template given.	60%					
Waterfall Project	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%	18%	7	9 PD Hrs		
	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%					
Acile Businet	Agile Scope PPT	A template will be provided. The participant should prepare his own document based on the template	60%	1.49/	F			
Agile Project	Agile Deliverables	A template will be provided. The participant should prepare his own document based on the template	60%	14%	5	5 PD Hrs		

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		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 PA Mack	Need to prepare on all concepts related to	60%	20%	1	1 DD Hrc	
	I DA WOCK	Waterfall and Live projects on Waterfall.	0076	270		TEDINS	
	2 BA Mock	Need to prepare on All concepts related	60%	2%	1	1 DD Hrs	
		Agile and Agile Live project	00%	270		I PD HIS	
	3 BA Mock	Need to Prepare on all Technical concepts of BA	60%	2%	1	1 PD Hrs	
	4 DA Marali	A Case study will be provided. The participant	60%	20/	4		
	4 BA MOCK	should work on the case study given.	00%	270	T	I PU HIS	
	AS IS Resume Preparation	Induction on Resume Preparation			3		
Resume	TO BE Resume Preparation	Fine tuning of Resume	60%	4%		-	
	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	

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Stage wise documents to upload

Nurturing Process Stages	Tasks	Documents to Upload by COEPD	Documents to Upload by Student	Assigned by
Number in a Deservation	Tools Installation	Tools consent form	Signed Tools consent form	Nurturing Team
Nurturing Preparation	Youtube Videos Access	None	Empty Word Document	Nurturing Team
BA Concepts Revision	26 Online Objective Exams	None	None	Nurturing Team
	Proj Prep 1 Case - Part 1, Part 2, Part3	Question Papers	Completed Answer sheet	Nurturing Team
Capstone Projects	Proj Prep 2 Case	Question Papers	Completed Answer sheet	Mentors
-9380 DAQ4	Proj Prep 3 Case - Part 1, Part 2	Question Papers	Completed Answer sheet	Mentors
Live Project Identify	Mentor Discussion	None	Current Resume	Mentors
	Waterfall Scope PPT	PDF Template	PPT with 9-10 slides	Mentors
Waterfall Project	Waterfall Deliverables - Part 1:	PDF Template	Completed template answer sheet	Mentors
120	Waterfall Deliverables - Part 2:	PDF Template	Completed template answer sheet	Mentors
	Agile Scope PPT	PDF Template	PPT with 9-10 slides	Mentors
Agile Project	Agile Deliverables	PDF Template	Completed template answer sheet	Mentors
	Blogs & Forums Introduction	None	Empty Word Document	Mentors
BA Exposure	Blogs 2	Blog Topics	Completed Answer sheet	Mentors
203	Forums 20	None	Completed Answer sheet	Mentors
	1 BA Mock - Waterfall Concepts	None	Current Resume	Mentors
Marsha .	2 BA Mock - Agile Concepts	None	Current Resume	Mentors
WIOCKS	3 BA Mock - Technical Concepts	None	Current Resume	Mentors
	4 BA Mock - Casestudy	Question Paper	Completed Answer sheet	Mentors
	AS IS Resume Preparation	Sample Resume	Current Resume	Mentors
Resume	TO BE Resume Preparation	None	Refined Resume as per the sample resume	Mentors
	Stable Resume Mold	None	Student's Finalized resume	Mentors



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Guidelines - COEPD Services Validity

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

CASHBOARD	LIII EXAMS	+	NURTURING +	DOCUMENTS	BAJOBMARKET	CERT	+ IFICATE	O TIMESHEET	LIBRARY	
TestRavi - F	Participant	γ	our LMS Sub	scription Exp	ires on 09 Dec	: 2023				

- 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 <u>nurtureba@coepd.com</u>.
- 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.

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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.

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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



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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 BAMocks
- 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

10. Guidelines

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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

10. Guidelines