



BT CertiCentre
Business Transformation Certification Centre

Preparation Guide

**BUSINESS AGILITY
PROFESSIONAL
FOUNDATION**

1. Introduction

a) Purpose of this Certification

This exam aims to demonstrate the professional's knowledge of the fundamentals business agility.

With this certification, the professional demonstrates that he/she can get involved in the main aspects of the planning and developing an agile organization. The approach is to the whole organization and you will learn what the main elements are needed to pursue an agile environment for an organization.

The exam covers the following topics:

- Customer driven approach
- Achieving Better Business Outcome
- Building the agile environment to the company
- Activating an agile culture
- Embracing customers
- Embracing employees
- Roles in the agile organization
- Learning organizations
- Discovery mindset
- Idea pipeline and priority
- Importance of customer feedback
- Requirements and backlog
- Agile budgeting and human resources
- Measurements
- Agile journey

This Exam is part of the Business Transformation through Digital Transformation context that is the focus of the Business Transformation Certification Center.

b) Who is this Certification for?

For professionals who wish to demonstrate fundamental knowledge and take part in the establishment of an agile journey to organizations, even acting in directing, managerial or technical roles in the teams involved with agile implementation.

Based on this Certification, professionals will be able to understand the elements of a practical and structured way of establishing roles and responsibilities for defining strategy, policies, and standards applicable to digital development.

c) What you need to be certified

You need to pass the Certification Exam. The details of which are described below:

It is an exam with questions of multiple-choice and True or False formats.

Has 40 questions.

It should be done in a maximum of 60 minutes.

To pass you must get 25 of the 40 questions right or 65%.

You will not be able to consult during the exam.

We use an Automated Proctor, that give greater credibility to your achievement and you can stand out to other companies that do not use this approach.

The exam level is considered easy to medium. The exam was developed considering Bloom Taxonomy levels 1 and 2.

At level 1 you are required to remember concepts, classifications, while at level 2 there is a need for an understanding of the concepts and approaches presented.

d) How should you prepare?

You can prepare as follows:

- Obtain knowledge through the suggested source:

The information to the preparation for the exam can be found in this reading:

The Agile Enterprise: building and running agile organizations. Apress, 2017.

Author: Mario Moreira

Conducting a Sample Exam provided free of charge.

- At least 15 to 20 hours of study, depending on your level of knowledge. Some cases will be necessary spend about 40 hours of study.
- Training: (not yet available) BTCertiCentre is implementing partnerships with Accredited Training Organizations worldwide to provide classroom training or through learning management systems (synchronously or asynchronously).

2. Exam Content

a) Exam Organization

See the Table below for you to know what will be required in the Exam.

Ref	BAPF – Foundations Syllabus
BAPF01	Customer Driven Approach
	The purpose of this unit is to help the candidate to understand an overview of the concept of customer driven.
	The recommended study period for this unit is 1 hour. <ul style="list-style-type: none"> • To understand what's meant by a customer driven company • To understand the core of a customer-driven-company • To understand how C-level must do to be closest to the customer • To identify factors to the application agile mindset
BAPF02	Achieving Better Business Outcome
	The purpose of this unit is to help the candidate to understand the basic definition of Agile and the importance to have outcome not only delivery.
	The recommended study period for this unit is 1 hour. <ul style="list-style-type: none"> • To understand the meaning agile • To identify the agile principles • To understand the goal of Agile practices and tools • Identify the main Agile tools • To understand the difference between delivery and outcome
BAPF03	Building the agile environment to the company
	The purpose of this unit is to help the candidate to understand the elements of a companies agile environment.
	The recommended study period for this unit is 1 hour. <ul style="list-style-type: none"> • To understand the agile environment • To understand the agile beginning in a company. • To understand the importance of the agile company environment elements

Ref	BAPF – Foundations Syllabus
BAPF04	Activating an agile culture
	The purpose of this unit is to help the candidate to understand what an agile mindset is
	The recommended study period for this unit is 1 hour. <ul style="list-style-type: none"> • To understand why the mindset has to change for companies to embrace Agile. • To understand the ingredients to change the mindset. • To understand how a change must start. • To understand how principles are tied with agile practices
BAPF05	Achieving Better Business Outcome
	The purpose of this unit is to help the candidate to understand the essentials to engage customer to the business.
	The recommended study period for this unit is 1 hour <ul style="list-style-type: none"> • Describe what is a customer. • Describe what is customer engagement. • Understand the key to engage customers. • Understand customer point of view about value. • To identify anti-patterns about customer engagement. • Describe what is a business feedback
BAPF06	Embracing Employees
	The purpose of this unit is to help the candidate to understand the essentials to engage employees to develop and sustain a customer centric approach to the business
	The recommended study period for this unit is 1 hour <ul style="list-style-type: none"> • Identify the values that a company must embrace to be an agile company. • Describe what is a self-organizing team. • Identify the key elements for self-organization. • Describe the elements for employee embrace agile organization.
BAPF07	Roles in the agile organization
	The purpose of this unit is to help the candidate to understand the key roles in a agile organization.
	The recommended study period for this unit is 1 hour <ul style="list-style-type: none"> • To understand the need to have roles closest to the customer. • Identify the main roles in a agile organization. • Describe the main roles in a agile organization. • Understand the importance of a agile coach for agile organizations. • Understand the decision rights among the roles. • Understand adhocracy as a new model of organization structuring for agile.

Ref	BAPF – Foundations Syllabus
BAPF08	Learning Organizations
	The purpose of this unit is to help the candidate to understand that building a learning organization is key to the agile organization.
	The recommended study period for this unit is 1 hour <ul style="list-style-type: none"> • To understand what important continuous learning is to agile organizations. • To identify the education elements that are key to build an agile culture. • To understand the importance of work-based-learning to implement a new culture. • To identify the elements to develop an agile community.
BAPF09	Discovery Mindset
	The purpose of this unit is to help the candidate to understand the importance of incremental thinking to agile organizations.
	The recommended study period for this unit is 1 hour <ul style="list-style-type: none"> • To describe what is discovery mindset. • To identify the benefits of discovery thinking. • To identify the discovery approaches • To describe the discovery approaches
BAPF10	Idea Pipeline
	The purpose of this unit is to help the candidate to understand the idea pipeline, consisting the primary idea to a product or service delivery to the customer.
	The recommended study period for this unit is 1 hour <ul style="list-style-type: none"> • To understand what is the idea pipeline to a company. • To identify the path of the idea pipeline. • To describe each path stage.
BAPF11	Idea Priorities
	The purpose of this unit is to help the candidate to understand the prioritizing criteria for idea development and deploy.
	The recommended study period for this unit is 1 hour <ul style="list-style-type: none"> • To understand the importance or prioritizing the ideas of the pipeline. • To identify prioritizing methods. • To identify prioritizing criteria.
BAPF12	Customer feedback
	The purpose of this unit is to help the candidate to understand how to incorporates customer feedback.
	The recommended study period for this unit is 1 hour <ul style="list-style-type: none"> • To understand types of customer feedback • To identify the type of feedback per pipeline phase.

Ref	BAPF – Foundations Syllabus
BAPF13	Requirements Tree
	The purpose of this unit is to help the candidate to understand the requirements tree from corporate strategy to task development.
	It is recommended study period for this unit is 1 hour <ul style="list-style-type: none"> • To understand the requirements tree. • To identify the roles along the requirements tree.
BAPF14	Backlog
	The purpose of this unit is to help the candidate to understand the types of idea backlog exists along the pipeline.
	It is recommended study period for this unit is 1 hour <ul style="list-style-type: none"> • To identify the types of backlog. • To describe each types of backlog.
BAPF 15	Agile Budgeting and HR
	The purpose of this unit is to help the candidate to understand the new requirements for the company's budgeting and HR processes to support agile organizations.
	The recommended study period for this unit is 1 hour <ul style="list-style-type: none"> • To understand the need for a new approach to budgeting in agile organizations. • To understand the components of a agile budgeting. • To understand the role of HR to agile organization. • Identify the HR approaches to agile.
BAPF16	Measurements
	The purpose of this unit is to help the candidate to understand the importance of outcomes measurement to agile organization.
	The recommended study period for this unit is 1 hour <ul style="list-style-type: none"> • To identify the main measurements. • To describe the main measurements. • To understand the importance of dashboards.
BAPF17	The Agile Journey
	The purpose of this unit is to help the candidate to understand the journey to become an agile organization.
	The recommended study period for this unit is 1 hour <ul style="list-style-type: none"> • To understand the steps in the agile journey. • To identify the steps. • To describe each of the steps.

b) Topics Distribution

See the Table below for you to know what will be required in the Exam.

Topics	Number of questions Exam	%
Customer driven approach	2	5.00%
Achieving Better Business Outcome	4	10.00%
Building the agile environment to the company	3	7.50%
Activating an agile culture	2	5.00%
Embracing customers	4	10.00%
Embracing employees	3	7.50%
Roles in the agile organization	4	10.00%
Learning organizations	3	7.50%
Discovery mindset	2	5.00%
Idea pipeline and priority	2	5.00%
Importance of customer feedback	2	5.00%
Requirements and backlog	2	5.00%
Agile budgeting and human resources	2	5.00%
Measurements	1	2.50%
Agile journey	1	2.50%
	40	100%

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