|  |
| --- |
| **Contact Information** |
| **Name** |  |
| **Date** |  |
| **Email Address** |  |

# Instructions:

Please complete the below assessment. When you have finished, email it to info@bridging-the-gap.com with the subject line of I love details (in all caps). This must be completed within 2 business days of receiving your online application in step 1.

Please **do not** email us any questions about the assignment. We want to see how you approach the assignment independently.

# Assessment:

1. **At Bridging the Gap, we have a business policy to allow a program participant to roll forward to the next session in the event of an extreme extenuating circumstance, such as a death or severe illness of a near family member or a personal illness causing inability to work for more than a week, provided they are proactive in their communication. Otherwise, we encourage the participant to leverage the remainder of the program and continue to support them in prioritizing their career goals.**

**A participant who did not submit a Module 1 workbook sends the following email just before the Module 2 workbook deadline, with no prior communication. What would your response be?**

**Email from Participant:**

Good Afternoon,

Due to some sudden personal family-related circumstances, I am finding it difficult to allocate an adequate amount of time to meet the Blueprint program requirement.

Is it possible to roll over my enrollment to the next session? It will be a great help for me as I am very dedicated to completing this program. I hope you will understand my situation and consider my request.

Please let me know if you have any questions or concerns.

Best regards,
John

* 1. **What is your email response?**

Click or tap here to enter text.

* 1. **Please identify your rationale for this response.**

Click or tap here to enter text.

* 1. **How much time did it take you to write this response?**

Click or tap here to enter text.

1. **The Business Analyst Blueprint® certification program provides instructor support via individual email responses and live webinar sessions (replays provided). We start with a program kick-off webinar. Then, at the beginning of each module there is a webinar to help participants select an appropriate project for their workbook, then one webinar for Q&A, and then multiple Instructor Hours (optional live group help sessions) prior to their workbook deadline.**

**An active participant writes in with the following question on the day of our program kick-off. Please write a response.**

**Participant Email:**

Hi there,

I’m so frustrated! I was on the Zoom kick-off today and I COULD NOT figure out how to ask a question. I couldn’t unmute or find the chat box, and so I felt like I was just in an echo chamber.

I really need to understand what process to model for module 1. I don’t have any ideas and I’m worried I’m going to fail this entire program. I know we have a webinar about this next week, but I don’t know if I’ll be able to attend live as I have a work meeting at the same time.

Please HELP!

Thanks,

Gina

* 1. **What is your email response?**

Click or tap here to enter text.

* 1. **How much time did it take you to write this response?**

Click or tap here to enter text.

1. **Please review the following text. Turn on Track Changes in Word and then make any corrections you think are needed.** *(Optional – feel free to add comments justifying your edits.)*

When you join **The Business Analyst Blueprint®** certification program, you will learn all 12 of the industry-standard techniques and the business analysis process framework – the best practices in business analysis.

While individual results vary, our participants often report the following types of outcomes:

* The **confidence** to tackle challenging situations and environments.
* **Earning the trust and respect** of management by bringing more structure and credibility to their business analysis techniques and approach.
* Being seen as a more **valued contributors and given more opportunities**, even if they aren’t yet “official” business analysts

# About The Business Analyst Blueprint® Program

**The Business Analyst Blueprint® certification program** is a 5 month comprehensive program in which you will:

* Discover and practice foundational skills that will serve you in **any type of business analyst role** you might take on, now or in the future.
* **Broaden your perspective** with exposure to participants in different industries and domains.
* Create an **instructor-reviewed work portfolio** that demonstrates your confidence and capabilities.

Upon successful program completion you will earn the **Applied Certification in Business Analysis™ (ACBA)**which you can add to your resume and LinkedIn profile to showcase your competence in *applying*industry-standard business analysis techniques, and earn **60 PDs/CDUs** to support certification and re-certification needs with IIBA®.

# Key Learning Outcomes and Program Outline

This comprehensive 5-month-long program consists of 4 modules. Within each module, you will receive on-demand learning materials, interactive instructor support, and will compete a workbook as you apply your learnings on-the-job (or through volunteering). **The Fall 2021 Session begin July 22 2021 and runs through December 14, 2021.**