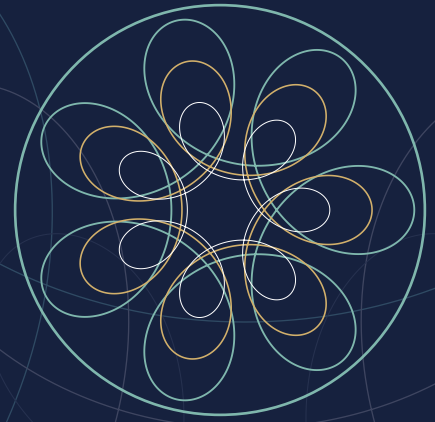


International Institute of Applied AI Technology



Course guide for AI-BAP

Certified AI Business Analysis Professional

Elicit, model and validate requirements for solutions that include machine learning, generative AI and intelligent automation, and judge when AI is the right answer to a business need.

About this guide

Elicit, model and validate requirements for solutions that include machine learning, generative AI and intelligent automation, and judge when AI is the right answer to a business need.

This guide sets out what the AI-BAP examination covers and how to prepare for it. It assumes you already practice business analysis, and concentrates on what changes when AI is part of the work.

How to use it

Work through the modules in order. Each one sets out the ideas, lists the topics the exam can test, and ends with an exercise. Do the exercises on your own projects where you can: the exam questions are written around the same situations.

Who it is for	Business analysts, product owners, systems analysts and requirements engineers who now work on projects where some of the solution is AI.
Recommended experience	Two years of business analysis or requirements work, or an equivalent qualification in the field.
Study time	About 32 hours
Exam	12 multiple-choice questions in 30 minutes, online. Pass mark 9 correct.
Certification	Valid for 3 years, with a printable certificate and a verifiable credential number.

Learning outcomes

When you have completed this program you will be able to:

- Decide whether a business need is a good candidate for AI, conventional automation or a process change
- Write requirements for probabilistic behavior: accuracy thresholds, confidence handling and fallbacks
- Assess the data a proposed AI solution depends on before committing to it
- Model human-in-the-loop work and exception paths
- Define acceptance criteria and evaluation sets that a model must pass
- Identify bias, privacy and explainability requirements early



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Module 6. Responsible AI requirements

Preparing for the exam



Module 1

The analyst's role on AI initiatives

Where business analysis changes when part of the solution learns from data, and where the classic techniques still apply unchanged.

Topics covered

- Rule-based, statistical and generative systems compared
- Framing problems as predictions, classifications or generations
- The AI suitability test: volume, variability, data and tolerance for error
- Stakeholders unique to AI work: data owners, model risk, ethics review

Exercise

Take three requests from your own backlog and classify each as AI, conventional automation or process change, giving the reason in one sentence.

Self-check

Before moving on, check that you can explain each topic above to a colleague in two or three sentences, and say how it would apply on a project you know.

Your notes



Module 2

Eliciting requirements for probabilistic systems

Users are used to software that is right or wrong. AI is right most of the time. Requirements have to say how often, for whom and what happens otherwise.

Topics covered

- Accuracy, precision and recall in business language
- Confidence thresholds and routing to people
- Cost of a false positive against a false negative
- Non-functional requirements: latency, drift, retraining frequency

Exercise

For a document classification scenario, write the requirement that states the acceptable error rate and what happens to low-confidence items.

Self-check

Before moving on, check that you can explain each topic above to a colleague in two or three sentences, and say how it would apply on a project you know.

Your notes



Module 3

Data requirements and readiness

Most AI projects that fail do so on data. The analyst documents what data exists, its lineage, its quality and whether it may legally be used.

Topics covered

- Data inventories and source-to-feature mapping
- Quality dimensions: completeness, accuracy, timeliness, consistency
- Labeling needs and who will do the labeling
- Consent, retention and permitted use

Exercise

Build a one-page data readiness assessment for a proposed model, rating each source on the four quality dimensions.

Self-check

Before moving on, check that you can explain each topic above to a colleague in two or three sentences, and say how it would apply on a project you know.

Your notes



Module 4

Modeling human and machine work together

Process models that show where the model decides, where a person reviews and how exceptions flow back into training.

Topics covered

- Human-in-the-loop and human-on-the-loop patterns
- Swimlanes for model, reviewer and system
- Feedback loops and correction capture
- Decision tables alongside model outputs

Exercise

Draw the future-state process for invoice handling where extraction is automated and a clerk reviews items below 90% confidence.

Self-check

Before moving on, check that you can explain each topic above to a colleague in two or three sentences, and say how it would apply on a project you know.

Your notes



Module 5

Acceptance, evaluation and validation

Acceptance criteria for AI are statistical. The analyst defines the evaluation set, the measures and the pass mark before the model is built.

Topics covered

- Building a representative evaluation set
- Baseline comparison: today's manual error rate
- Pilot design and shadow running
- Sign-off that business owners can understand

Exercise

Write acceptance criteria for a customer-email triage model, including the size and composition of the test set.

Self-check

Before moving on, check that you can explain each topic above to a colleague in two or three sentences, and say how it would apply on a project you know.

Your notes



Module 6

Responsible AI requirements

Fairness, transparency, privacy and accountability expressed as requirements that can be traced and tested, not as statements of intent.

Topics covered

- Identifying affected groups and fairness measures
- Explainability needs by audience
- Privacy impact and data minimization
- Audit trail and decision records

Exercise

Add three testable responsible-AI requirements to an existing requirements document and trace each to a test.

Self-check

Before moving on, check that you can explain each topic above to a colleague in two or three sentences, and say how it would apply on a project you know.

Your notes



Preparing for the exam

The AI-BAP exam has 12 multiple-choice questions drawn at random from every module. You have 30 minutes and need 9 correct answers to pass.

Before you start

- Finish every module's exercise. Most questions describe a situation and ask what a practitioner should do.
- Re-read the module summaries: they state the main idea each question is built on.
- Set aside uninterrupted time. The timer keeps running if you leave the page.
- Have this guide to hand. The exam is open book, but you will not have time to look up every answer.

Taking the exam

Log in to your account on the Institute's website and choose Take the exam. Check that your name is shown exactly as it should appear on your certificate. Your result is shown as soon as you submit, and if you pass, your certificate and credential number are issued straight away.

If you don't pass, you can try again after 24 hours. Each attempt draws a different set of questions.

